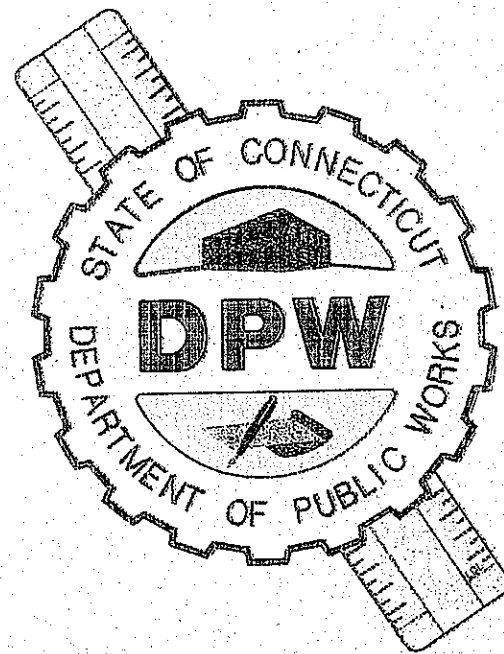


DEPARTMENT OF PUBLIC WORKS



Formal Bid Procedures

BIDDING & CONTRACT UNIT

3/31/03

Table of Contents

BPM Mandate

Macro Spaghetti Diagram

Flow Chart

Step 1 – Set Up New Project Folder

Step 2 – Prevailing Wage Rates

Step 3 – Pre-Bid Conference

Step 4 – Duplicate Plans

Step 5 – Proposal Form-Set-Aside Contr. Schedule

Step 6 – Specifications

Step 7 – Special Unit Prices (Not applicable any more)

Step 8 – Calculate Non-Refundable Fee

Step 9 – Advertisements

Step 10 – Invitation to Bid

Step 11 – Sale of Plans and Specs

Step 12 – File Project Folder

Step 13 – Addendums

Step 14 – Bid Opening

Step 15 – Checking Bid Packages

Step 16 – After Bid Opening

Step 17 – Set-Aside Contractor Schedule (After Bid Opening)

Step 18 – Bid Tab

Step 19 – Pre-encumber Funds (When Recommend is Returned by P.M.)

Step 20 – EO 3-1 Letter

Step 21 – Affirmative Action Plan Requirements (Projects over \$500,000)

Step 22 – Subcontractor Agreements

Step 23 – Letter of Intent

Step 24 – Notice of Contract Award

Step 25 – Construction Red Sign

Step 26 – Contract Signing Procedure

Step 27 – CHRO Contract Compliance Information (After contract signing)

Step 28 – A.G. Approval

Step 29 – Letters to Extend Bid Price

Step 30 – Claims Letters

Step 31 – Miscellaneous Letters

Step 32 – Processing Non-Refundable Fees

Step 33 – Certified Mail

Step 34 – Reduction in Retainage

Step 35 – Final Payment

Step 36 – Secretaries Duties (Info. Needed every Wednesday by 11:30 a.m.)

State Statutes

Certificate of Insurance

Step #1

Set Up a New Project Folder

- 1.0 The Project Manager will give us a package, which includes the Bid Release Sheet, Bid Data Sheet, cost estimate, and plans and specifications.
 - 1.1 Date-stamp the Bid Release Sheet at the upper right-hand corner.
- 2.0 Make a new project folder (**Attachment #1**).
 - 2.1 Put two stamps on the outside of a plain folder (#1 – Project Folder stamp) and (#2 – Date stamp)
 - 2.2 Write the project number on the folder tab (use the project number indicated on the specifications)
 - 2.3 Write in the day it was received in the upper right-hand corner above the stamp.
 - 2.4 Calculate the construction estimate (high and low amounts) by taking the construction estimate \$ amount on the Bid Data sheet and multiplying that number by 5%. Deduct that amount from the original number for the low amount. Add that same amount from the original number for the high amount. Write the construction estimate (high and low amounts) in the upper left-hand corner above the stamp. **Round off to nearest thousand dollars, e.g. \$815,200 will become \$815,000 -- \$887,600 will become \$888,000.**
 - 2.5 If the project is Asbestos, Set-aside, Informal or Threshold, write this **in red** on the top of the folder. Item #17 of the Bid Release (100% if only set-aside) should be checked if Set-aside. (Under \$500,000 they would have to tell us it is an Informal project.)
 - 2.6 Staple the Bid Release Sheet (**Attachment #2**) to the inside of the folder on the left side.

If subtrades exceed the 4 basic trades (Electrical, Mechanical, HVAC and Masonry) ask the project manager if they are defined in the specs and what are their purpose: a) why required; b) are they necessary, and c) can they be included without obscuring the bid. Then inform Bruce Cornish of the P.M.'s answers.
 - 2.7 Staple the Bid Data Sheet (Form 5) (**Attachment #3**) to the inside of the folder on the right side **on top of** the Construction Estimate sheet (**Attachment #4**).

Note: If there are supplemental bids and/or unit prices they are to be listed on the Bid Data Sheet. Compare the supplemental bid prices to those on Form 55 for correctness. Unit prices should be compared to a separate sheet that the Project Manager gives us.

Note: Check if this project is a re-bid. If so, put the old Distribution Record with the new card. (Anyone who bought plans the first time does not have to pay when project is re-bid.) Check file cabinet. It will automatically be in the file if it needs to be re-bid (would have cancel written on the old project folder).

- END -

SETUP NEW FOLDER

Attachment
1

(high & low by 5%)
\$815,000 - \$900,000.
\$54.00

Price we
sell plus & spec for.

REC'd 3/31/98

AD # & ITEM # →

STANDARD
8/11

w/c to DOL

	DATE		DATE RETURN REQ.
	TO	FR	
DRAWINGS	4/1		4/9 60
WAGE RATES	4/1	4/4	4/9
PROPOSAL	4/4		
ADV. 98-37-46	4/11	4/11	5/20 BID OPEN.
PRINT SHOP			
EGG & W/C	7/29	8/20	8/1 7/20
INTENT			
S/C LETTER			
AA LETTER	7/29	8/26	9/10 7/20
NOTIFY			
CONSTR.			
D & R			
AGENCY			
OTHER:			

Pre-Bid 4/6 4/8 4/7

Addendums,
if any

Add # 1 5/7/98 * 6/17/98
Add # 2 5/22/98
Add # 3 6/12/98 * 6/24/98

DATE

BOND ORDER

EXPIRE

8/17/98

RECOMMEND

7/14/98

AVAILABLE

CONTRACT

who won the bid
Merritt Contractors, Inc.
\$937,000.
Ant. of Contract

Formal Bid Release Form

To: David Busanet, Purchasing Services Officer 2
 From: , Project Manager
 RE: Project Release for Competitive Bidding

Room: G-35
 Room:

Date:
 Phone:

☐ Project over \$500,000 *

* If job is less than \$500,000 please use the Informal Bid Release Form and include a D.A.S. Set-Aside Vendor List with selections marked.

Summary Information

1. Project Number:					
2. Project Title:					
3. Project Location:					
4. Client Agency:					
5. Number of Drawings: No. of Spec. Pages:					
6. Construction Cost Estimate of Project: (Base Bid)					
Supplemental Bids:	No.	Cost Estimate	Division/Section	No.	Cost Estimate
	1	\$			\$
	2	\$			\$
	3	\$			\$
	4	\$			\$
	5	\$			\$
7. Threshold Building: YES: <input type="checkbox"/> NO: <input type="checkbox"/> Federal Participation: YES: <input type="checkbox"/> NO: <input type="checkbox"/>					
8. Funds Authorized: YES: <input type="checkbox"/> NO: <input type="checkbox"/> If Yes, Act/Section:					
9. Funds Bonded: YES: <input type="checkbox"/> NO: <input type="checkbox"/> Meeting Date:					

Please Solicit Bids in Accordance with the Following Requirements:

10. Prebid Conference: YES: <input type="checkbox"/> NO: <input type="checkbox"/>		If Yes, Date Proposed by Team PM _____
11. Bid Time: Allow: _____ Weeks:		
12. Base Bid: Sub-trades are required to be named by the General Contractor if the total construction estimate is greater than or equal to \$500,000 and the individual Sub-trade exceeds \$25,000.		
Name:	Electrical	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
Name:	Mechanical*:	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
Name:	HVAC:	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
Name:	Masonry:	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
Name:		YES: <input type="checkbox"/> NO: <input type="checkbox"/>
Name:		YES: <input type="checkbox"/> NO: <input type="checkbox"/>
Name:		YES: <input type="checkbox"/> NO: <input type="checkbox"/>
* Includes everything (Plumbing, Sprinkler, etc.) except HVAC		
13. Supplemental Bids:		YES: <input type="checkbox"/> NO: <input type="checkbox"/>
14.-a Unit Prices Provided by the State		YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Included in Section 01019)
14.-b Contractor Provided Unit Prices:		YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Attach Section 00020, Item 7.7)
15. Insurance Requirements:		Builders Risk Insurance YES: <input type="checkbox"/> NO: <input type="checkbox"/>
		Type "XCU" Explosion, Collapse, Underground YES: <input type="checkbox"/> NO: <input type="checkbox"/>
16. Allowed Contract Time: (ref. Sect. 01010)		Calendar Days
17. Liquidated Damages:		\$ _____ /Calendar Day
18. Percent of work G.C. is required to perform with own forces: _____ % (Fill in only if set-aside requirement is waived)		
19. Set Aside Contractors:		YES: <input type="checkbox"/> NO: <input type="checkbox"/> *
* If no, give reason requesting a waiver in Memo form addressed to D. Busanet and attach to this Bid Release Form.		
<input type="checkbox"/> 25% Set Aside including 6.25% SBE/MBE (Construction greater than \$500,000)		
20. Number of sets of plans and specs to be sent to:		A/E: _____ G.C. _____
		AGENCY: _____ DPW: _____
21. To be assigned to (select only one):		<input type="checkbox"/> Team/DPW Const. Admin. <input type="checkbox"/> CA by A/E
		<input type="checkbox"/> CA by On-Call <input type="checkbox"/> CA by Formal Selection <input type="checkbox"/> Other:
22. Additional Remarks: _____		
23. Verification of A/E Evaluation _____, Administrator of Client Teams		

Attachments: Set-Aside Vendor List, Request for Waiver Memo, Bid Data Sheet, Paper Copies of: Specs (Div 1-16 with Table of Contents), Disk Copy of Table of Contents, Mylar Drawings

CC: Agency, R. Piotrowski, B. Bockstael, G. Glassman (if Tank or Asbestos), Team file, Team SPM

BID RELEASE FORM INSTRUCTIONS

INSTRUCTIONS ARE FOR COMPLETING THE BID RELEASE FORM.

1. All information on the Bid Release Form must be completed, if a section or item is not applicable to your project then indicate NA.
2. All Required Information must be checked and verified by the Project Manager and Project Architect prior to acceptance by the Bid Unit for Bidding. This includes the following:
 - 2.1 Check the Table of Contents of the Project Manual and verify that all the Specification Sections listed are included and that there is an accurate count of all the pages;
 - 2.2 Check the Table of Contents of the Project Manual and verify that the List of Drawings in the Project Manual matches the List of Drawings on the Contract Documents;
 - 2.3 Check Contract Documents and verify the all the drawings listed are included in the set of Contract Documents and that the Drawing count is accurate;
 - 2.4 Any and all discrepancies found in the Project Manual and/or the Contract Drawing Set must be corrected prior to processing by the Bid Unit.
 - 2.5 In order for Project Manager and Architect to expedite the correction of any discrepancies the Architect must submit the Project Manual Table of Contents, on a floppy disk, so that the Architect can make all of corrections here at DPW.
3. The Bidding and Contracts Unit will review the Bid Release Form and all required attachments. They are authorized to stop the Bidding Process for any project when any information and/or required attachments are missing (this includes the correct number of drawings and specifications and their coordination with the Project Manual "Table of Contents").
4. Bidding and Contracts will immediately notify the Project Manager of the deficiencies when a project is stopped. The PM will be responsible for all schedule delays associated for the correction of all deficiencies.
5. The Bidding Process for the project will not resume until all corrections are made and attachments are provided.

Summary Information

Heading:

- Select proper Bid Release Form for either "Formal" or "Informal" project.
- Insert date, PM's name, room number, and phone number in the appropriate spaces.
- Check box "Project over \$500,000" for Formal projects, or "Project under \$500,000 for Informal projects.
- For Informal projects check "ADVERTISED" (in newspapers), or "NOT ADVERTISED" (By Invitation to Bid only).

1. **Project Number.**
2. **Title:** As per bidding documents.
3. **Project Location:** Building street and town address.
4. **Client Agency:** Name of agency.
5. **Number of Drawings, Number of Pages (Project Manual):** This must be accurate!

BID RELEASE FORM INSTRUCTIONS

The drawing number must include the cover sheet. A review of the Project Manual and drawings **must** be done by the Team member to verify the completeness and accuracy of the numbering of sections, pages and drawings and to insure that nothing is missing before it goes to print.

6. **Construction Cost Estimate:** Architect's estimate for base bid and the A/E's estimates of supplemental bids (if applicable). Attach the Construction Cost Estimate (in CSI Format) and Bid Data Sheet.
7. **Threshold Building:** A yes only pertains to a new building that exceeds the threshold building limits (as defined in the CT State Building Code). Example: This would not pertain to renovation work of an existing Building. **Federal Participation:** Check yes or no.
8. **Funding Authorized:** If yes, provide Act/Section.
9. **Bonded:** If bonded by another agency as part of their infrastructure, provide information.

Please Solicit Bids In Accordance with the Following Requirements:

10. **Pre-bid Conference:** Guidelines are in the PM Manual.

- **Pre-Bid Conference Requested:** If required check yes, if not check no. If yes, denote **proposed** date or time. Bidding & Contracts will forward a form to the PM to complete same. If a Pre-Bid Conference was advertised and a change is later desired, an addendum must be prepared and directed to Bidding & Contracts.

11. **Bid Time:** The recommended minimum bid times:

- **3 weeks** for informal projects.
- **4 weeks** for small formal projects.
- **6 weeks** for large formal projects.

The above time frames should be discussed with the Bidding & Contracts and the SPM.

12. **Sub-trades to be named: Formal Projects:** For the base bid only, the General Contractor shall be required to name his subcontractors if the bid is estimated = or > \$500,000.00 and the estimate exceeds \$25,000.00 for that sub-trade. **NOTE:** If the A/E's estimate is below \$500,000.00 and the bids come in over the \$500,000.00 limit and no sub-trades were requested to be named, the job will have to be re-bid. All lines are to be filled in (either yes or no). We are presently investigating the statutes to expand the limit from \$25k to \$50k. This will cut down on the requirement and limit the need to list subcontractors to projects = or > \$500,000.00.

Informal Projects: Not required for projects under \$500,000.

13. **Supplemental Bids:** If required, will be referenced in the Division 1, General requirements, Section 01030 "Supplemental Bids". Division and section numbers of the Divisions 0 through 16 must be included in the appropriate column. Please double check that the information is complete and correct and understandable to **any** contractor. The premise is to have a bid that we can award. It is very expensive to have to re-bid a project especially if we could have done something up front. If you think your project is very close to the money available, you should consider this method, which allows us to add somewhat less important parts of the design to the base bid in order of preference to insure a good base bid. If the low bidder has a good price, you can add back into the project whatever you can afford in the order of the supplemental bid as shown. If you are unable to accept

BID RELEASE FORM INSTRUCTIONS

additional costs you at least know the value of those items for future consideration. If you need to take several items out of the project to ensure that a successful bid can be obtained, make sure that the supplemental bids are listed in the order that the client has determined is most important to put back. All supplemental bids are to be prioritized by the agency and must be listed in numerical order of preference for possible inclusion in the work. Supplemental bids can only be accepted cumulatively in the numerical order listed and no supplemental bid can be skipped or accepted out of numerical order. We are not allowed to do selective shopping, since this will be seen as playing favorites and could be taken to court for unfair award of contract. Secondly, all of our supplemental bids must be additive.

- 14. Unit Prices:** Unit Prices are to be located in Division 0, Section 01019 "Contract Considerations" and not in located in this section. "Unit Prices" differ from "Special Unit Prices". A unit price is identified by the Owner as a price per unit of measurement for materials or services added to or deducted from the Contract Sum by appropriate modification, if the estimated quantities of Work required by the Contract Documents are increased or decreased. Unit prices are for items complete, in place, and shall be inclusive of furnishing and installing of all material, labor, trucking, overhead, profit, equipment, hoisting, engineering, scaffolding, power hookups, protection, shop drawings, taxes, permits, appliances, delivery, insurance, supervision, cost of bond, etc. and shall remain in effect until completion of the Contract.

The Unit Price section contains unit price information as determined by the Architect/Engineer and is often used in the following situations:

- Rock and earth excavation.
- Renovation projects where it is virtually impossible to determine quantities of materials or hidden under enclosed finishes such as roof decking, insulation within walls and ceilings, etc.

The design consultant must provide us with their best professional opinion as to the value of the unit price items. The PM in conjunction with our design consultants must then determine the quantity and price to be used such as the Unit or Square Foot cost. The basis for these costs should be industry standard measurements for these units.

- 15. Insurance Requirements:** The insurance types have been established by Bruce Cornish. The PM is responsible for establishing a reasonable level of protection for your client agency and their personnel and property. The State has insurance on our existing buildings and much of this does not need to be duplicated by the contractor, since the state will have to pay for any duplication that is imposed on the contractor.

The following are brief definitions of each of the types of insurance that the State may require during construction:

- **Type "C" – Collapse:** This is required whenever the Work involves excavation and/or structural alterations, this could include, partial demolition, major renovation, underpinning, close excavation and deep utilities especially near an existing structure.
- **Type "X" – Explosion:** This is required whenever the Work will be in the proximity of gas lines, chemical storage, gas storage will require special demolition methods or projects that require blasting.
- **Type "U" – Underground:** This is required whenever the Work is similar to the conditions in Type "C"- Collapse, but is strictly concerned with utilities Work below grade, large water pipes Work, where buildings are not at risk but cave-ins are a factor.

BID RELEASE FORM INSTRUCTIONS

- **BUILDERS RISK:** Typically, this is required for all projects involving building construction (or new construction, additions, or renovations to existing facilities). Check with your Supervising Project Manager if you have questions.
16. **Allowed Contract Time:** The "Calendar Days" are established by the PM with the A/E, CA and Client Agency. The A/E and CA should have the best knowledge of the design and methodology considered for its construction. See Division 0, Section 00700 Article 1 "Definitions", and Article 4, "Commencement and Final Completion of Work".
17. **Liquidated Damages per Calendar Day:** Team members to determine this sum with the A/E, CA, and Client Agency. Items that can be calculated such as; inspector's time including his/her transportation, DPW staff time, on-going lease, cost of temporary services (such as food for prisons or schools), additional architect/engineer fees, utility costs (if costs can be reasonably calculated). Use \$75.00/hr for DPW Construction Administrator. Place a written estimate in the project file that documents the basis for this sum.
18. **Percent of work General Contractor is required to perform with own forces:** Currently, Section 7.4.1 of the Bid Proposal Form (00020) [for Formal projects] and Section 4.1 of the CHRO Contract Compliance Regulations (00600) [for Informal projects] requires that the General Contractor must perform not less than 25% of the total Contract Sum with its own forces. The 25% can be comprised of material and labor costs. This requirement is currently under review and may be eliminated; seek direction from your SPM.
19. **Set Aside Contractors:** Currently, all projects shall require Set-Aside participation except for projects where work requires specialized expertise not available from certified Small Business Enterprises (SBE) and Minority Business Enterprises (MBE). PM should attach a memo to Bidding and Contracts Supervisor requesting a waiver of the Set-Aside requirement to the Bid Release Form and submit to Bidding and Contracts with their plans and specifications. Check with SPM for approval procedures required for projects where set-aside contracts may not be required.
20. **Number of sets of plans and specs to be sent to the A/E and General Contractor:**
- "Long Version" of the "General Requirements" see, Division 1, Section 01010 "Summary of Work"
 - "Short Version" of the General Requirements" see, Division 1, Section 01013 "Documents Furnished".
- Additional Remarks: Verify with the A/E consultants the number of sets to that they and their sub-consultants will need. The number of sets of plans and specifications due the General Contractor is indicated in the sections of the general requirements referenced above. The number is based on the size and complexity of the job. If both full and half size drawings are required for DPW, the Agency, or the A/E indicate the numbers of each.
21. **To be assigned to:** Indicate who will be responsible for "Construction Administration" of the project, choose only one type.
22. **Additional Remarks:** Any unique or special requirements and/or conditions that could effect the bidding process should be noted that will assist the Bidding and Contracts Unit.

BID RELEASE FORM INSTRUCTIONS

- 23. Verification of A/E evaluation:** Our legislative oversight committee has required the DPW to implement an evaluation program for our design consultants. To insure that we are in compliance with this requirement, this line will be signed by the Administrator of Client Teams signifying that he has received and is in agreement with the evaluation.

END

BID DATA

STATEMENT TO BE COMPLETED BY ARCHITECT/ENGINEER AND
RETURNED TO DPW TEAM PROJECT MANAGER

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS
TEAM ROOM NO.: #460
STATE OF CONNECTICUT
HARTFORD, CONNECTICUT 0106

DATE: November 04, 1998
RE: BID PROPOSAL FORM
PROJECT NO.: BI-MM-023-B
TITLE: HVAC & ROOFING REPLACEMENTS
DMV Hamden Branch

PROJECT MANAGER:

Concerning the drawings and specifications we have prepared for this project, we have included therein the following, which will require special attention in the preparation of the Bid Proposal Form.

1. PRIORITIZED SUPPLEMENTAL BIDS: (Section 01030).

Supplemental Bids:	No.	Cost Estimate	Division(s)	Description of Work
	1	\$ 14,500	07525	In lieu of PVC membrane utilized Mod. Bitumen
	2	\$		
	3	\$		
	4	\$		
	5	\$		
	6	\$		
	7	\$		
	8	\$		

2. CASH ALLOWANCES: (Section 01019).

Division	Section	Amount	Description of Work
		Stipulated Sum \$	
		Stipulated Sum \$	
		Stipulated Sum \$	
		Stipulated Sum \$	

3. SPECIAL UNIT PRICES: (Section 00025).

Division	Section	Base Bid Quantity	Unit	Add	Deduct
05300	1.2 B	METAL DECKING	SQ FT	\$ 5.50	\$ 4.67
				\$	\$
				\$	\$

4. UNIT PRICES (MISCELLANEOUS): (Section 01019).

Division	Section	Base Bid Quantity	Unit	Add	Deduct
05300	1.2 B	METAL DECKING	SQ FT	\$ 5.50	\$ 4.67
				\$	\$
				\$	\$

5. UNIT PRICES (ALTERATIONS): (Section 01019).

BID DATA

Division	Section	Base Bid Quantity	Unit	Add	Deduct
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$

6. CONSTRUCTION COST ESTIMATE:

Division	Cost	Division	Cost	Division	Cost	Division	Cost
1	\$ 26,207.50	5	\$ 2,000	9	\$ 325	13	\$
2	\$ 1,600	6	\$	10	\$	14	\$
3	\$ N/A	7	\$ 111,950	11	\$	15	\$ 111,600
4	\$ N/A	8	\$	12	\$	16	\$ 8,000
TOTAL:							\$ 261,682.50

6. Any special requirements of the project which need to be reviewed in awarding the lowest qualified bidder, such as: number of years specializing in historical construction, etc.:

7. Permanent telephone service is required :

8. Permanent telephone service is not required : X

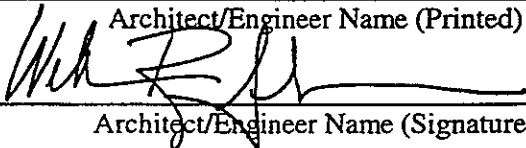
10. Number of calendar days required for final completion: 120 + 30 w/ Supplemental Bid #1
(Consider long lead items, special work periods, facility shut downs)

11. Unless indicated above, there are no provisions in the drawing and/or specifications prepared under my direction for this project which require special attention in bidding.

12. I further state that all drawings and specifications prepared by my office as well as by my consultants retained by me have been coordinated by me.

WILLIAM R. SILVER

SILVER PERENCELLI & ASSOC, INC. PRESIDENT
Architect/Engineer Name (Printed)


Architect/Engineer Name (Signature)

cc: Team File
Bid Room
FORM A/E BID DATA
DESIGNREV (68)

HAMDEN BRANCH - DMV BI-MM-023-B

26-May-98

CONSTRUCTION DOCUMENT SUBMISSION
OFFICE ROOF ONLY
OPINION OF PROBABLE CONSTRUCTION COST
12,050 SQUARE FEET

PAGE 1

SECTION NUMBER	WORK CATEGORIES	UNIT	UNIT COST	AREA	ALLOWANCE	TOTAL \$
	DIVISION ONE					
	SAFETY & PROTECTION	SF	\$0.15	12,500		\$1,875.00
	CLEANING	SF	\$0.30	12,500		\$3,750.00
			DIV 1		\$5,625	
	DIVISION TWO					
02070	DEMOLITION AND REMOVALS	EA	\$800.00	2		\$1,600.00
	DUMPSTER		DIV 2		\$1,600	
	DIVISION FIVE					
	MISC. STEEL	LS			\$2,000	\$2,000.00
			DIV 5		\$2,000	
07525	DIVISION SEVEN					
	PVC ROOFING W/ INSUL. OFFICE	SF	\$9.00	12,050		\$108,450.00
	INCL. ASBESTOS REMOVAL					
07795	ROOF HATCH	LS			\$3,000	\$3,000.00
07525	SEALANTS	LS			\$500	\$500.00
			DIV 7		\$111,950	
	DIVISION NINE					
	2x4 ACOUSTICAL CEILING	SF	\$2.50	100		\$250.00
	PAINT CONC. BLK. WALLS	SF	\$0.75	100		\$75.00
			DIV 9		\$325	
	DIVISION FIFTEEN					
	HVAC					
	7.5 TON RTU	EA	9300	4		\$37,200.00
	10.0 TON RTU	EA	12200	3		\$36,600.00
	LABOR AND RIGGING	LS			\$16,000	\$16,000.00
	PROGRAMMABLE THERMOSTATS	LS			\$3,500	\$3,500.00
	DUCT CONNECT EXIST. DUCT	LS			\$14,000	\$14,000.00
	DUCT SMOKE DETECTORS	LS			\$4,300	\$4,300.00
			DIV 15		\$111,600	
	DIVISION SIXTEEN					
	NEW CIRCUITS @ DISCONN	LS			\$8,000	\$8,000.00
			DIV 16		\$8,000	
					SUB TOTAL	\$241,100.00
	BONDING COSTS				APPROX. 2.5%	\$6,116.50
	MISC. GENERAL CONDITIONS				4.00%	\$9,644.00
	GC'S PROFIT ON SUB TRADES				4.00%	\$4,822.00

COST PER S.F. =

\$21.72

TOTAL
INCLUDES OH/PROFIT

\$261,682.50

Set up New Folder OR ATTACHMENT #4
= (b)

BI-RT-693-E

J PH SIMEONE ARCHITECTS LLC

55 WILLOW STREET NEW HAVEN CONNECTICUT 06511-2666 (203) 624-9959 FAX (203) 865-2564

May 21, 1997

State of Connecticut
Department of Public Works
165 Capitol Avenue
Hartford, CT 06106

RECEIVED

MAY 27 1997

Team Education/CTC

Att: Robert Dexter, Project Coordinator
Team Higher Education

Re: Alterations and Improvements
Disabled Persons Access
5 Regional Vocational Technical Schools
Project BI-RT-693

Dr. Dexter:

A summary of estimated and budgeted costs follows:

8/25/97
R. Dexter.
ADJUSTED
TOTALS

	Original Budget	D.D. Phase Estimate	C.D. Phase Estimate	Proposed Budget	%
H. Abbott A	771,490.00	1,487,172.00	732,026.00	732,026.00	(19.2) 750,000
W.F. Kaynor B	768,876.00	1,391,762.00	966,325.00	966,325.00	(24.4) 990,000
A.I. Prince C	985,188.00	1,782,361.00	777,800.00	777,800.00	(28.2) 790,000
Eli Whitney D	573,736.00	1,541,406.00	-	595,391.00	(13.2) 512,000
J.M. Wright E	717,832.00	1,628,554.00	-	745,580.00	(22.2) 858,000
Totals	3,817,122.00	7,831,255.00	-	3,817,122.00	3,900,000

If you have any questions, please call.

Very truly yours,

See -E folder 10/9/97

A. Simeone, III

cc. Alexander Richmond

Prevailing Wage Rates

Wage Rates should be requested from the Department of Labor for the following:

- Renovations of \$100,000.00 or more
- New construction of \$400,000.00 or more

- 1.0 Ten (10) days before we advertise we should send a request for Prevailing Wage Rates to the Department of Labor via the Internet, as follows:
- Click on the Internet symbol on the PC.
 - Click on the down arrow
 - Click on Agency/Organization
 - Locate and click on Department of Labor
 - Click on Wage and Workplace Standards
 - Click on Prevailing Wage Rates Request Form
 - Fill in form as shown on **Attachment #1**
 - Click on **Submit Request box** at bottom of page
 - **Attachment #2** will pop up on screen – print a copy for your records (it will show the day, date and time you submitted your request to DOL)

Note: Allow one week for DOL to send us the Wage Rates. The advertisement date will be within three (3) weeks of date predetermined and will always be a Friday date. Plans & Specs are always ready on the Wednesday after we advertise.

Example:

- a) Request Rates on 1/21
- b) Need back by 1/28 (7 days)
- c) Send specs with Wage Rates to Print Shop on 1/29
- d) Receive copies of Spec from Print Shop on 2/5
- e) Allow at least three (3) days to check the specs to make sure they were printed correctly.
- f) Ready to distribute on 2/10

- 2.0 On the front of the project folder put the date out (date of our request to DOL) and the date you request it back.
- 3.0 After the form has been returned by D.O.L., make a copy and put in folder. If a rush, a fax copy is acceptable to include in the specs. **Note: The Wage Rates are good for twenty (20) days from the date on the letter from D.O.L. (we have to advertise within that 20 days).**
- 4.0 Make four (4) copies of the Wage Rates only. **(Get 4 pages of the reduced sheets from the beige cabinet and replace the corresponding sheets in the original Wage Rates for the spec package).** Send one copy to the project manager, one copy to A. Maurice, one copy for the specs (cross that off the yellow sticky) and put the original with the letter from DOL into the project folder. Also keep the extra copy in the folder for the EO31 letter.

- 5.0 On the front of the folder (fill in "Rec'd From" in the 2nd box under date), write the date received; in the bottom right corner of the letter from DOL indicate that a copy of the Wage Rates were sent to A. Maurice and the Project Manager and the date sent.

- END -

Holly Way 263-6549

Prevailing Wage Rates Request Form

You may submit this form via e-mail by filling out the information below and clicking on the Submit Request button at the bottom of the page.
You may also download the form to your own PC, print it and fax or mail it to:

State Labor Department
Wage & Workplace Standards Division
Attention: Holly Way
200 Folly Brook Blvd
Wethersfield, CT 06109
Fax Number (860) 263-6790

(Use the Tab key to move forward a field and Shift-Tab to move back a field)

CONTRACTING AGENCY/POLITICAL SUBDIVISION
OR THEIR AGENT REQUESTING RATES:

Dept. of Public Works
165 Capitol Ave
Hartford, CT 06106

PROJECT NAME AND NUMBER (IF APPLICABLE):

HVAC and Roofing Replacements
Dept. of Motor Vehicles
Hamden Regional Branch Office, Hamden,
CT
Proj. #: BI-MM-023-B

LOCATION OF PROJECT:

Hamden, CT

PROJECT DESCRIPTION:

HVAC and Roofing Replacements

PLS. FAX COPY OF
RATES TO US ALSO BY
JAN 29.

TOTAL COST OF PROJECT:

\$261,682

DATE ADVERTISED TO BID:

Feb. 5, 1999

CHECK THE TYPE OF SCHEDULE(S) NEEDED:

- ☒ BUILDING
☐ HEAVY/HIGHWAY
☐ RESIDENTIAL

☒ MAIL OR ☐ PICK-UP

By Jan. 28

As required by law please submit requests for rates at least ten (10) days but not more than twenty (20) days prior to the date of advertisement for bid.

PERSON REQUESTING RATES:

Name:	Dolores Schroeder		
Street Address:	DPW, 165 Capitol Ave. Room G-9A		
City:	Hartford		
State:	CT	Zip Code:	06106
Telephone Number:	860/566-2346 FAX: 566-1457		
E-Mail Address:	Dolores.Schroeder@po.state.ct.us		

Submit Request

Clear Form and Start Over

Last Modified: December 14, 1998



[Wage & Workplace Standards](#)



[Connecticut Department of Labor Home Page](#)

Prevailing Wage Rates Request Form

Below is what you submitted to prev.wage@po.state.ct.us on Thursday, January 21, 1999 at 13:39:22

Holly Way 263-6549

Contracting Agency: Dept. of Public Works 165 Capitol Ave Hartford, CT 06106

Project Name&No: HVAC and Roofing Replacements Dept. of Motor Vehicles Hamden Regional Branch Office, Hamden, CT Proj.
#: BI-MM-023-B

Project Location: Hamden, CT

Project Description: HVAC and Roofing Replacements

Project Cost: \$261,682

Date to Bid: Feb. 5, 1999

Schedules: Building

Mail/Pickup: Mail

Name: Dolores Schroeder

Street Address: DPW, 165 Capitol Ave, Room G-9A

City: Hartford

State: CT

Zip Code: 06106

Telephone Number: 860/566-2346

E-Mail Address: Dolores.Schroeder@po.state.ct.us

*1/27/99 @ 3 p.m.
Holly Way did
my rates & will
send out to me
this p.m. Should
receive Friday.*

*They do not
e-mail - only
fax & mail them.*

- [Return to Workplace Compliance Menu](#)

FormMail V1.6 © 1995 -1997 Matt Wright
A Free Product of [Matt's Script Archive, Inc.](#)

Project: (Insert Project Description Here)

**Minimum Rates and Classifications
for Building Construction**

**Connecticut Department of Labor
Wage and Workplace Standards Division**

By virtue of the authority vested in the Labor Commissioner under provisions of Section 31-53 of the General Statutes of Connecticut, as amended, the following pages are declared to be the prevailing rates and welfare payments and will apply only where the contract is advertised for bid within 20 days of the date on which the rates are established. Any contractor or sub-contractor not obligated by agreement to pay to the welfare and pension fund shall pay this amount to each employee as part of his hourly wage.

Project Number:

Project Town:

Project: (Insert Project Description Here)

The following pages contain:

Contractors Wage Certification Form	1 page
Prevailing Wage Rates	8 pages
Informational Bulletin - Occupational Classifications	2 pages
Footnotes	3 pages
Special Notice re Wage Rate Adjustments	1 page
Weekly Payroll Certification Form (WWS-CP1)	1 page
Fringe Benefits Explanation (P)	1 page
Weekly Payroll Certification Form (WWS-CP2)	1 page

As of: (As stated at bottom of Wage Rates)

(Revision: 1-2-03)

PROJECT NO. BI-XX-####

Step #3

Pre-Bid Conference

- 1.0 If a pre-bid conference is requested on the Bid Release Form, a Pre-Bid Conference memo is sent to the Project Manager (***Attachment #1***).
- 1.1 Fill in the information up to the Bid Opening Date, and send to the P.M. Ask for a return date of two (2) days after your request.
 - 1.1.1 Plans and specs are usually ready on the Wednesday after the advertisement.
 - 1.1.2 The bid opening date is three (3) weeks after the plans and specs are ready. (Check Item #9 Bid Time: Allow Weeks on the Bid Release Form.)
 - 1.1.3 The pre-bid conference date should be approximately one (1) week after the plans and specs are ready (We may need time to do Addendums before the bid opening.)
- 2.0 Make a copy of the memo and file it in the project folder. Send the original memo to the Project Manager.
- 3.0 On the front of the folder at the bottom of the large stamp, Write "Pre-Bid" and insert the date memo went out and the date you requested it back from the Project Manager.

– END –

MEMORANDUM

TO: Ron Giddix,
Gen. Maint Team, Rm #60

FROM: Gail Blythe, Bidding & Contract Technician
165 Capitol Ave., Htfd., CT, Room G-9A

DS, PS01 *[Signature]*

DATE: 1/21/99

SUBJECT: Pre-Bid Conference

**HVAC and Roofing Replacements
Department of Motor Vehicles
Hamden Regional Branch Office
HAMDEN, CT**

Project # BI-MM-023-B

Following is the bidding schedule for referenced project:

Advertise: 02/05/99

Plans & Specs ready: 02/10/99

Bid Opening Date:

03/10/99

Approx. 3 weeks
after Plans/Specs are
ready.

Please provide the following information for the pre-bid conference:

Date: (Approx. 1wk. after Plans/Specs are ready.)

Time:

Exact Location:

Name:

Street Address:

Town :

Location:

Please Return By

02/25/99

Step #4

Duplicate Plans

- 1.0 **Make sure** you have a **signed and dated title sheet** (signed by the Commissioner) as the 1st page of the project plans.
- 2.0 Check the kinds of work called for in the spec to determine how many sets of plans we'll need. (e.g., BI-MM-023-B est. cost of \$248,000 - \$274,000 with Elec., Mech., HVAC and Roofing: From Distribution List: 13 plus 8 from Item #4 of Bid Release Sheet (for G.C.) = 21 (these are free of charge); Add 29 to sell (charge for) = total of 50 sets of plans. This number could be as high as 80 for large jobs with different trades. Check with Gail.
- 3.0 Prepare the order form (kept on top of gray file cabinets) for duplication of plans. We use (as of Feb. 2003) Joseph Merritt, Crest Graphics (Crest uses pad of paper, not book), Olivieri, and Advanced Reprographics.
- 4.0 Ask the Project Manager if he would like a few ½ size sets of plans.
- 5.0 Allow one (1) week for plans to be printed and delivered.
- 6.0 On the front of the folder put the ***Date Out*** and the ***Date Due Back*** that you requested. Put the number of plans requested outside the stamp on the right-hand side (in line with ***drawings***). This number will be useful if ordering Addendums.
- 7.0 Wrap the original order form around the Plans and secure with a rubber band.
- 8.0 Call the reproduction company for a pick up, tell them where and room number.
- 9.0 When plans and/or specs are delivered, check it for accuracy, date and initial the packing slip and send it up to Bonnie Schley in Accounts Receivable, Room 216, State Office Building. Make sure the project number is written or typed in on the packing slip.

- END -

Oliveri

BLACKLINES • COLOR LASER COPYING • COPYING
ENLARGEMENTS • PERSONALIZED DIRECT MAIL
PLOTING • DRY MOUNTING & LAMINATING

Repro Order No.

7615

CHARGE TO

DATE

1/21/99

ADDRESS

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS
ROOM G-9A - BIDDING SECTION

PROJECT ID

BI-MM-02B-B

REQUESTED BY

STATE OFFICE BUILDING
165 CAPITOL AVENUE

PHONE NO.

566-2346

DATE WANTED

HARTFORD CT 06106

1/28/98

M T W T F

TIME WANTED

BEE.

P.M.

P.O. NO.

• PLANS •

OLIVERI USE

DRAWING NO. OR NO. OF ORIGINALS	BLACK LINE	MYLAR	VELLUM	T BOND	BIND	SPECIAL	SIZE
8	48						
	2 c 1/2 size						

UNIT PRICE	QTY SQ FT

• SPECS • COLOR COPIES • MOUNTING • LAMINATING •

NO. OF ORIGINALS	COPIES	3 HOLE PUNCH	GBC BIND	COVERS	STAPLE	COLOR COPIES	MOUNT- ING	ONE SIDE	BOTH SIDES	MATTE	GLOSSY

UNIT PRICE	QTY SQ FT

RETURN
ORIGINALS TO:

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS
ROOM G-9A - BIDDING SECTION
STATE OFFICE BUILDING
165 CAPITOL AVENUE
HARTFORD CT 06106

RETURN
REPROS TO:

SPECIAL
INSTRUCTIONS:

W.O. NO.

- ☐ WAITING ☒ DELIVER
☐ PICK-UP ☐ CALL
☐ CASH ☐ CHARGE

37 Airport Rd., Hartford, CT 06114-2002 • 860-296-6040 • FAX: 860-296-7888

MAIN PLANT & OFFICE
650 FRANKLIN AVE.
HARTFORD, CT. 06114
PHONE 296-2500
-344-4477

DOWNTOWN BRANCH
450 CHURCH STREET
HARTFORD, CT. 06103
PHONE 525-5000

ENTERPRISE BLUEPRINT CO.
882 GRAND AVE.
NEW HAVEN, CT. 06511
PHONE 562-9885

DANBURY OFFICE
28 BACKUS AVE.
DANBURY, CT. 06810
PHONE 743-6734
1-800-538-4663

021367

NUMBER OF ORIGINALS	TRACING NUMBER	REQUIRED PRINTS EACH	TYPE OF PRINT	SPECIAL INSTRUCTIONS

JOSEPH
Merritt
& COMPANY

ESTABLISHED 1908

Date _____ 19____

Charge To _____

Address _____

Order No. _____

Ordered By _____



oliveri

BLACKLINES • COLOR LASER COPYING • COPYING
ENLARGEMENTS • PERSONALIZED DIRECT MAIL
PLOTING • DRY MOUNTING & LAMINATING

Repro Order No.

7617

CHARGE TO

DATE

ADDRESS

PROJECT ID

REQUESTED BY

PHONE NO.

DATE WANTED

M T W T F

TIME WANTED

P.O. NO.

• PLANS •

OLIVERI USE

DRAWING NO. OR NO. OF ORIGINALS	BLACK LINE	MYLAR	VELLUM	T BOND	BIND	SPECIAL	SIZE

UNIT PRICE	QTY SQ FT

• SPECS • COLOR COPIES • MOUNTING • LAMINATING •

NO. OF ORIGINALS	COPIES	3 HOLE PUNCH	GBC BIND	COVERS	STAPLE	COLOR COPIES	MOUNT- ING	ONE SIDE	BOTH SIDES	MATTE	GLOSSY

UNIT PRICE	QTY SQ FT

RETURN
ORIGINALS TO:

RETURN
REPROS TO:




SPECIAL
INSTRUCTIONS:

W.O. NO.

- ☐ WAITING ☐ DELIVER
☐ PICK-UP ☐ CALL
☐ CASH ☐ CHARGE

37 Airport Rd., Hartford, CT 06114-2002 • 860-296-6040 • FAX: 860-296-7888

Repro Order

Salesperson: _____		Date: _____	
<input type="checkbox"/> Charge <input type="checkbox"/> Cash <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> 			
Bill To: _____			

<input type="checkbox"/> Deliver <input type="checkbox"/> Wait		<input type="checkbox"/> Reimbursable	
<input type="checkbox"/> Pick-Up <input type="checkbox"/> Call		<input type="checkbox"/> Tax Exempt	
Contact: _____			
Telephone: _____			
P.O. or Job #: _____			

Due Date: _____

Time: _____

Diazo or Plain Paper

Orig. # Prints of each

Blueline		
Blackline		
Paper Sepia		
Erasable Sepia		
Diazo Mylar - <input type="checkbox"/> Brown <input type="checkbox"/> Black		
Presentation - <input type="checkbox"/> Brown <input type="checkbox"/> Black		

Special Instructions - Repro

<input type="checkbox"/> Background	<input type="checkbox"/> Clean	<input type="checkbox"/> Staple
<input type="checkbox"/> Loose	<input type="checkbox"/> Bind	<input type="checkbox"/> Other _____
<input type="checkbox"/> Right Reading		
<input type="checkbox"/> Reverse Reading		
<input type="checkbox"/> Other _____		

Photocopy or Color Copy

1/2 x 11		
1/2 x 14		
11 x 17		
AIA's (please list)		

<input type="checkbox"/> Collate	<input type="checkbox"/> Acco Cover	<input type="checkbox"/> 1 Sided
<input type="checkbox"/> Staple	<input type="checkbox"/> Duo-Tang Cover	<input type="checkbox"/> 2 Sided
<input type="checkbox"/> Slipsheet	<input type="checkbox"/> GBC Bind	<input type="checkbox"/> Screw Post
<input type="checkbox"/> AIA Forms	<input type="checkbox"/> 3 Hole Drill	<input type="checkbox"/> Loose
<input type="checkbox"/> Covers (color) _____		

Shacoh 36 - _____ %

<input type="checkbox"/> Bond	<input type="checkbox"/> Vellum	<input type="checkbox"/> Mylar
-------------------------------	---------------------------------	--------------------------------

Darkroom

PMT <input type="checkbox"/> 10 x 12 <input type="checkbox"/> 12 x 18 <input type="checkbox"/> 20 x 24 <input type="checkbox"/> Clear		
<input type="checkbox"/> Direct Positive		
<input type="checkbox"/> Projection		
<input type="checkbox"/> Contact		
Negative <input type="checkbox"/> Camera <input type="checkbox"/> Contact		

<input type="checkbox"/> Opaque	<input type="checkbox"/> Clear
<input type="checkbox"/> Right Reading	<input type="checkbox"/> Reverse Reading
<input type="checkbox"/> Paper	<input type="checkbox"/> Mylar
<input type="checkbox"/> Screen	<input type="checkbox"/> 85 Line / 30% <input type="checkbox"/> 100 Line 40%
Original Size / Scale _____	
Desired Size / Scale _____	


Mounting & Laminating

Mount <input type="checkbox"/> Foamboard <input type="checkbox"/> Sintra	
<input type="checkbox"/> Gatorboard <input type="checkbox"/> Customer's Stock	
Laminate <input type="checkbox"/> Lustre .003 <input type="checkbox"/> Gloss .0 _____	

Delivery Information

Special Instructions

☐ Over

☐ UPS ☐ Mail ☐ Truck ☐ 

Step #5

Proposal Form & Set-Aside Contractor Schedule (For Specification Package)

A. Proposal Form:

- 1.0 Fill out the checklist for the Proposal Form (***Attachment #1***). This information is obtained from the Bid Release Form.
- 2.0 If site work is involved, special hazard insurance (Builder's Risk Insurance) is required. **The Project Manager will determine if we need to ask for Builder's Risk Insurance. He will check it off on the Bid Release Form, or waive it if he wishes.**

Note: Builder's Risk Insurance is for new buildings and additions, not when you are renovating a floor. (Not for painting elevated water storage tanks.) (Builder's Risk is for construction you put in place with your own forces. It is not required on asbestos jobs.)

- 3.0 Check for supplemental bids.

B. Set-aside Contractor's Schedule:

After the 3 apparent low bidders are selected:

- 1.0 Check the Debarment List to see if their name is on the list. If so, tell Bruce Cornish. The P.M. also needs to be advised.
- 2.0 Fill in the percentages and circle I, II, or III in Division 0, Section 00400 (***Attachment #2***). The "no later than date" on the bottom of the page should be 10 days from the date the form is filled out. Leave the date space blank on the form you put in the specs.
- 3.0 Make two (2) copies of the Bid Proposal and the Set-aside Form. Insert one copy into the specs where indicated on the Table of Contents. The second copy goes in the project folder.

- END -

PROPOSAL FORM CHECKLIST

FORM: #151

FORM: 130 - ALL PROJECTS LESS THAN \$250,000.00

FORM: 57 - ALL PROJECTS OVER \$250,000.00

☒ WITH SUB TRADES (Check Bid Release Form #10)

Handwritten note: Please have a copy of this proposal put in folder

57, 130 PROJECT NO. B1-MM-023-B

57, 130 HEADING "SET-ASIDE"/MINORITY (Check #17) IN/OUT

57, 130 HEADING "THRESHOLD BUILDING" (Check #6) IN/OUT

57, 130 ~~4.1.1~~ CERTIFIED AS ELIGIBLE FOR THE SMALL CONTRACTORS MINORITY/WOMAN SET-ASIDE PROGRAM. IN/OUT

Handwritten note: If this were set-aside this wd be in

57, 130 ~~4.2.1~~ 120 CALENDAR DAYS (Check #14)

57, 130 4.3.1 ~~4.2~~ \$ 800.00 PER CALENDAR DAY (L.O. Damages) (✓ #15)

57, 130 4.4.1 ~~AD~~ (1) OVER/UNDER \$500,000.00
(2) TYPE CX U NONE (Item #13)
(3) BUILDERS RISK IN/OUT

57, 130 4.5 ~~4.5~~ 25 % 16 (1) 25 % S/A 4.5.2 6.25 % MBE (I, II, III)

~~57~~ 130 7.0 % #17 (1) set-aside w/o minority
(II) set-aside with "
(III) NO set-aside to first minority
(usually use II)

57, 130 7.1 ~~7.1~~ PROJECT TITLE:

Handwritten: Out + paste

ENGINEER/ARCHITECT:

Handwritten: Prepared by ..

57, 130 7.3.1 ~~7C~~ (IN ACCORDANCE WITH SECTION ~~4.5.1~~ 4.5.2 25 % S/A 6.25 % MBE (I, II, III)

57, 130 ✓ #5 SUPPLEMENTAL BIDS: SEE ~~REVERSE SIDE~~ 7.5 IN/OUT (They fill in + send back to us)

57 - 7.4.1.1 ~~25~~ %

57 - 7.4.2 ~~7.4.2~~ SUBTRADES, AS FOLLOWS IN/OUT

- ELECTRICAL ✓
- MECHANICAL ✓
- HVAC ✓
- MASONRY ✓
- PLUMBING ✓
- OTHER ROOFING ✓

57, - 7G THRESHOLD BUILDING *(certain # of stories like an institution where there are people i.e., retarded)* IN/OUT

130 7F THRESHOLD BUILDING IN/OUT

ARCHITECTS COPIES: 3

ESTIMATED COST: \$ 261,682

TEAM MEMBER: R.G. PHONE: 2171

Handwritten note: Not a license threshold 6.

EXAMPLE

FOR PROJECTS ESTIMATED TO COST MORE THAN \$250,000.00

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS
BID PROPOSAL FORM

DATE: _____

PROPOSAL OF

BIDDER'S NAME

BIDDER'S ADDRESS

To the Commissioner, Department of Public Works
State Office Building
Hartford, Connecticut

Dear Sir:

- 1.0 In accordance with Chapter 60 Part II of the Connecticut General Statutes, as amended, and pursuant to, and in compliance with your Invitation to Bid, the Notice to Bidders, the Contract, including the conditions thereto, the Bid Security, I (we) propose to furnish the labor and/or materials, installed as required for the project named and numbered on this Bid Proposal Form, submitted herein, furnishing all necessary equipment, machinery, tools, labor and other means of construction, and all materials specified in the manner and at the time prescribed strictly in accordance with the provisions of the Contract including, but not limited to, the specifications and/or drawings together with all addenda issued by our authority and received prior to the scheduled closing time for the receipt of the bids, and in conformity with requirements of the Awarding Authority and any laws or Departmental regulations of the State of Connecticut or of the United States which may affect the same, for and in consideration of the price(s) stated on the said Bid Proposal Form, hereof.
- 2.0 The Lump Sum Base Bid by me (us) on the Bid Proposal Form includes all work indicated on the drawings and/or described in the specifications, except:
- 2.1 Work covered by Supplemental Bids as may be listed on the Bid Proposal Form and General Requirements.
 - 2.2 Contingent Work covered by the Unit Prices included within the General Requirements.
 - 2.3 Contingent Work covered by Special Unit Prices as may be listed on the Bid Proposal Form and/or General Requirements.

- 3.0 I (we) acknowledge and agree to the following:
- 3.1 To use and accept the Unit Prices in Section 00025 "Special Unit Prices" Division 0, as provided by the Contractor in evaluating either additions to or deductions from the Work.
 - 3.2 To use and accept the Unit Prices in Section 01019 "Contract Considerations" Division 1 as provided by the Owner in evaluating either additions to or deductions from the Work.
 - 3.3 To use and accept the Allowances in Section 01019 "Contract Considerations" Division 1, as part of the Total Contract Sum as listed in Section 7.3 of this Bid Proposal form.
 - 3.4 To use and accept the Supplemental Bids in Section 01030, Division 1, as provided by the Contractor, when authorized by the Owner as scheduled in Section 7.5 of this Bid proposal form.
- 4.0 This Bid Proposal Form is submitted to and in compliance with the foregoing and following conditions and/or information:
- 4.1 ~~AWARD~~ ^{4.1.1} All proposals shall be subject to provisions of Article 1 of the Notice to Bidders and for purpose of award, consideration shall be given only to Bid Proposals submitted by qualified and responsible bidders.
- 4.1.2 The award shall be made on the lowest Lump Sum Bid as stated in Section 7.3 of this Bid Proposal Form, or the lowest Lump Sum Bid as stated in Section 7.3 of this Bid Proposal Form and any or all Supplemental Bids as stated in Section 7.5 of this Bid Proposal Form, taken sequentially, as applicable, provided funds are available.
 - 4.1.3 In the event of any discrepancy between the amount written in words and the amount written in numerical figures, the amount written in words shall be controlling.
- 4.2 COMMENCEMENT AND FINAL COMPLETION OF WORK: (ARTICLE 4 GENERAL CONDITIONS)
- 4.2.1 The General Contractor shall commence Work, within fourteen calendar (14) days, after receiving notice to begin Work by the Commissioner or the authorized representative and continue for 120 calendar days for completion of the project.
- 4.3 LIQUIDATED DAMAGES: (ARTICLE 8, GENERAL CONDITIONS)
- 4.3.1 The General Contractor shall be assessed (\$800.00) Eight Hundred Dollars in Liquidated Damages per day for each calendar day beyond the Date given for Final Completion of the Contract according to the Contract Time.

4.4 CONTRACTORS INSURANCE REQUIRED: (ARTICLE 35, GENERAL CONDITIONS)

4.4.1 The limits of liability for the Insurance required for this project shall be those listed in Article 35 of the General Conditions for projects under \$500,000.

4.4.2 SPECIAL HAZARDS INSURANCE REQUIRED:

Type "C" – Collapse
Type "X" – Explosion

4.4.3 BUILDERS RISK INSURANCE REQUIRED: Fire and Extended Coverage on a percent basis (Completed Value Form) on the insurable portion of the entire project. The policy or policies shall specifically state that they are for the benefit of and payable to, the State of Connecticut, the contractor, and all persons furnishing labor or labor and materials for the contract work, as their interests may appear.

4.5 The General Contractor on this project shall be required to perform not less than 25 % of the completed Contract Sum of the Work with its own forces.

4.5.1 This requirement must be met even if the General Contractor is certified and eligible to participate in the Small Business Set-Aside Program. To facilitate compliance with this requirement for set aside subcontractors, the three (3) apparent low bidders will have ten (10) calendar days from the date of notification within which to submit a list of certified set aside contractors to be used on this project along with the dollar amounts to be paid to each, on the form provided, and a copy of their current certification must be attached. This information will be considered as part of your Bid Proposal Form and failure to comply with any portion of this requirement within the ten (10) days, including but not limited to failure to list or meet the necessary dollar amount or percentage of the bid price will be cause to reject your bid.

4.5.2 The General Contractor on this project shall be required to award not less than 25 % of the total Contract Sum to contractors who are certified and eligible to participate under The State of Connecticut Set Aside Program for small contractors, including 6.25 % to certified and eligible Minority Business Enterprises, in accordance with Connecticut General Statutes Section 32-9e.

4.6 BIDDERS' QUALIFICATIONS STATEMENT AND OBJECTIVE CRITERIA FOR EVALUATING QUALIFICATIONS OF BIDDERS:

4.6.1 Information in regards to the General Contractors and the Named Subcontractors Qualifications Statements is submitted and is made part of this Bid Proposal Form.

4.6.1.1 The General Contractor is required to complete the General Contractor Bidders Qualification Statement in section 00030.

4.6.1.2 Any Named Subcontractor as listed in schedule 7.4.2 of this Bid Proposal Form is required to complete the Named Subcontractor Bidders Qualification Statement in section 00035. To facilitate compliance with this requirement, the three (3) apparent low bidders will have ten (10) calendar days, from notification by the Department of Public Works, to submit the completed Named Subcontractor Bidders Qualification Statement as required in section 00035. This information will be considered as part of your Bid Proposal Form and failure to comply with any portion of this requirement will be cause to reject your bid.

4.6.2 The Objective Criteria For Evaluating Bidders, that are included in Division 0, Section 00040, of the Contract Documents of this project is to assure that State of Connecticut will secure the "lowest responsible and qualified bidder" who has the ability and capacity to successfully complete the Bid Proposal Form and the Work.

4.7 NONDISCRIMINATION AND LABOR RECRUITMENT:

4.7.1 I (we) agree that the Contract awarded for this project shall be subject to Executive Orders No. Three & Seventeen, promulgated June 16, 1971 and February 15, 1973 respectively and to the Guidelines and Rules of the State Labor Commissioner implementing Executive Order No. Three and further agree to submit reports of Compliance Staffing on Labor Department Form E.O. 3-1, when and as requested.

4.8 FEDERAL & STATE WAGE DETERMINATIONS:

4.8.1 The U. S. Secretary of Labor's latest decision, and the State of Connecticut Wage Schedule are all incorporated in the documents. The higher rate (Federal or State) for any given occupation shall prevail. At the time of bidding, the bidder agrees to accept the current prevailing wage scale as provided by the Connecticut Department of Labor.

4.9 CERTIFICATION OF BIDDER REGARDING EQUAL EMPLOYMENT OPPORTUNITY & NON-SEGREGATED FACILITIES:

4.9.1 The General Contractor and Subcontractors are hereby advised that upon acceptance of their bids they are obligated to fill out within 7 Calendar days the certification required pursuant to Executive Order No. 11246, and agree to certify to the compliance of non-segregated facilities.

4.10 EQUALS AND SUBSTITUTIONS:

4.10.1 All submissions requesting "Equal and/or Substitutions" shall be made by the Contractor in accordance with Article 15 of the General Conditions and Section 01631 of the General Requirements. All submissions shall contain all the information necessary for the Department of Public Works to evaluate the submission and the request. Failure to submit sufficient information to make a proper evaluation, including submittal of data for the first manufacturer listed as well as the data for the "Equal and/or Substitutions" proposed, shall result in a rejection of the submission and request. Upon receipt of the submission and request the Department of Public Works shall notify the Contractor the request has been received and within fourteen (14) calendar days of date received shall render a decision on such submission and request.

5.0 ACCOMPANYING THIS PROPOSAL IS:

5.1 A CERTIFIED CHECK drawn to the order of the Treasurer of the State of Connecticut in the amount of:

_____ DOLLARS \$ _____
(Written)

(A State Bank & Trust Co.) (A National Banking Assoc.)

Located in _____

Address, City & State

which it is understood shall be cashed and the proceeds thereof used so far as may be necessary to reimburse the State of Connecticut for losses and damages arising by virtue of my (our) failure to file the required Bonds and execute the required contract in this proposal is accepted by the Awarding Authority.

OR

5.2 A BID BOND having as surety thereto a Surety Company or Companies authorized to transact business in the State of Connecticut and made out in the penal sum of 10% of the bid, or in the amount of:

_____ DOLLARS \$ _____
(Written)

6.0 I (we), the undersigned, hereby declare that I am (we are) the only person(s) interested in the Bid Proposal and that it is made without any connection with any other person making any Bid Proposal for the same work. No person acting for, or employed by, the State of Connecticut is directly or indirectly interested in this Bid Proposal, or in any Contract which may be made under it, or in expected profits to arise therefrom. This Bid Proposal is made without directly or indirectly influencing or attempting to influence any other person or corporation to bid or refrain from bidding or to influence the amount of the Bid Proposal of any other person or corporation. This Bid Proposal is made in good faith without collusion or connection with any other person bidding for the same work and this proposal is made with distinct reference and relation to the plans and specifications prepared for this Contract. I (we) further declare that in regard to the conditions affecting the Work to be done and the labor and materials needed, this Bid Proposal is based solely on my (our) own investigation and research and not in reliance upon any representations of any employee, officer or agent of the State.

7.0 Each class of Work set forth in a separate section of the specifications pursuant to this Section shall be a subtrade designated in Schedule 7.4.2 of this Bid Proposal Form and shall be the matter of a subcontract made in accordance with the procedure set forth in this chapter.

7.1 The undersigned proposes to furnish all labor and materials required for

Project Number: 023-B
BI-MM-238-B
Project Title: HVAC and Roofing Replacements
Department of Motor Vehicles
Hamden Regional Branch Office
Hamden, CT

in accordance with the accompanying Plans and Specifications.

Prepared by: Silver Petrucelli & Associates, Inc.
3127 Whitney Avenue
Hamden, CT 06518
Engineer/Architect

for the Contract Sum specified in Section 7.3 subject to additions and deductions according to the terms of the specifications.

7.2 This Bid Proposal includes Addenda numbered _____.

7.2.1 The Contractor is to fill in item 7.2 above, acknowledging the number of Addenda that the Contractor is including in the Bid Proposal Form.

7.3 THE PROPOSED TOTAL CONTRACT SUM IS:

State amount listed in 7.4.1:

_____ DOLLARS \$ _____
(Written)

State amount listed in 7.4.2:

_____ DOLLARS \$ _____
(Written)

Total Contract Sum: (ADD THE AMOUNTS LISTED IN 7.4.1 AND 7.4.2 ABOVE)

_____ DOLLARS \$ _____
(Written)

7.3.1 (In Accordance With Section 4.5 Not Less Than 25 % Of This Total Must be Awarded to Certified Set Aside Contractors, including 6.25 % Minority Business Enterprises. (Failure to Meet This Requirement Will Be Cause To Reject Your Bid.)

7.4 The breakdown of the Total Contract Sum as proposed is as follows:

7.4.1 State the total sum of the Amount for the Work of the General Contractor plus all unnamed Subcontractors.

_____ DOLLARS \$ _____
(Written)

**IN SECTION 7.4.1 ABOVE, DO NOT INCLUDE
THE SUM OF THE AMOUNT LISTED IN SCHEDULE 7.4.2.**

7.4.1.1 In accordance with Section 4.5 of this Bid Proposal Form, the amount of Work performed by the General Contractor must be at least 25 % of the total Proposal Contract Sum.

7.4.2 The Work of the Named Subcontractors and their price for the following trades must be listed in Schedule 7.4.2. However, the General Contractor may list itself and its price, if it customarily performs any of the trades specified. If the General Contractor leaves the spaces for a specific "Trade Description" completely blank, it will be assumed that the General Contractor will perform that Work. If the General Contractor requires a Performance and/or Labor and Material Payment Bond, then the General Contractor must indicate below which of the Named Subcontractors are subject to this requirement. The amount (%) shall not exceed the Named Subcontractor's price listed in schedule 7.4.2.:

SCHEDULE 7.4.2 - NAMED SUBCONTRACTORS				
Description	Name of Subcontractor	Amount Dollars	Labor & Material Payment Bond	Performance Bond
1. Electrical	_____	\$ _____	_____ %	_____ %
2. Mechanical	_____	\$ _____	_____ %	_____ %
3. HVAC	_____	\$ _____	_____ %	_____ %
4. Roofing	_____	\$ _____	_____ %	_____ %
Total (7.4.2)		\$ _____		

7.4.2 State the total sum of the Amount for the Work of all Named Subcontractors as listed in scheduled 7.4.2.

_____ DOLLARS \$ _____
(Written)

**IN SECTION 7.4.2 ABOVE, DO NOT INCLUDE
THE SUM OF THE AMOUNT LISTED IN SECTION 7.4.1.**

7.4.2.1 The undersigned agrees that each of the Named Subcontractors listed in Schedule 7.4.2 of the Bid Proposal Form will be used for the Work indicated at the amount stated, unless a substitution is permitted by the awarding authority as provided for in section 00100 Notice to Bidders.

7.5 Any Supplemental Bids listed in schedule 7.5, if accepted by the Owner, will be taken cumulatively and in numerical order as scheduled. No Supplemental Bid will be skipped or taken out of numerical order as scheduled. Supplemental Bids: Division 1, Section 01030 of the General Requirements identify and describe the Supplemental Bids as shown in Schedule 7.5.

SCHEDULE 7.5 – SUPPLEMENTAL BIDS

Supplemental Bid No.: 1 Provide all labor, material and equipment to complete the Work in accordance with Division 1, Section 01030.

ADD: _____ Dollars \$ _____
(Written)

7.6 The undersigned agrees that, if selected as General Contractor, the General Contractor shall, within seven (7) calendar and legal State holidays excluded, after presentation thereof by the awarding authority, execute a Contract in accordance with the terms of this Bid Proposal Form and Contract.

7.7 The undersigned agrees and warrants that they have made good faith efforts to employ minority business enterprises as Subcontractors and suppliers of materials under such Contract and shall provide the Commission on Human Rights and Opportunities with such information as is requested by the Commission concerning their employment practices and procedures as they relate to the current provisions of the Connecticut General Statutes governing Contract requirements.

7.7.1 A duly authorized representative of the Bidder or Bidder's partnership, firm, corporation or business organization must sign all Bid Proposals Forms.

(NO FACSIMILE SIGNATURE IS PERMITTED).

ALL INFORMATION BELOW IS TO BE FILLED IN BY THE BIDDER.

Project Number Fill in here only

Signed this _____ **day of** _____ **19** _____

Firm Name _____

Complete Legal Name

Address _____
Street City State

Telephone Number _____

Bidders Signature _____
Duly Authorized Title

END OF SECTION

Fill out the Tos before
spec goes out.

SET-ASIDE CONTRACTOR SCHEDULE

CERTIFIED MAIL

Contractor:

Re:

BID OPENING DATE:

Attention:

Date:

Dear:

Your bid on referenced project is one of the three (3) apparent lowest bids received.

Named Subcontractor Bidders Qualification Statement(s) (00035) is/(are) required for this project. Please submit at this time.

In accordance with Section 4.5 of your Bid proposal Form, you are required to list below the names of each currently certified set aside contractor to be used for this project, along with the dollar amount to be paid each set-aside contractor.

The responsibility for listing a qualified and certified set aside contractor rests solely with the bidder and not the State. Listing a set-aside contractor who does not qualify may be considered the same as not listing one at all and the bid may be considered non-responsive and subject to rejection.

NAME	ADDRESS	AMOUNT

Note: Insert required information in only one of the (3) options below, then delete the other options and this prompt box.

- I
- ~~This amount must be not less than _____ % of the total contract cost as stated on the Bid Proposal Form, Section 7.3.1.~~
- II
- This amount must be not less than 25 % of the total contract cost as stated on the Bid Proposal Form, Section 7.3.1. (Including 6.25 % Minority Business Enterprises.)
- III
- ~~This amount must be not less than _____ % of the total contract cost as stated on the Bid Proposal Form, Section 7.3.1. (Minority Business Enterprises.)~~

**CERTIFICATE OF ELIGIBILITY FOR EACH OF THE NAMED
SET-ASIDE CONTRACTORS MUST BE SUBMITTED WITH THIS FORM.**

Authorized Signature & Title

Date

THIS FORM MUST BE SUBMITTED NO LATER THAN *10 days from
date filled out* TO: STATE OF
CONNECTICUT, DEPARTMENT OF PUBLIC WORKS 165 CAPITOL AVENUE, HARTFORD,
CONNECTICUT 06106, ROOM #G-9A.

END OF SECTION

SAMPLE

Attachment #2

SECTION 00400
SET-ASIDE CONTRACTORS SCHEDULE
PAGE 1 OF 1

SET-ASIDE CONTRACTOR SCHEDULE

CERTIFIED MAIL

Contractor:

Re:

BID OPENING DATE:

Attention:

Date:

Dear:

SAMPLE
FINAL
VERSION

Your bid on referenced project is one of the three (3) apparent lowest bids received.

Named Subcontractor Bidders Qualification Statement(s) (00035) is/(are) required for this project. Please submit at this time.

In accordance with Section 4.5 of your Bid proposal Form, you are required to list below the names of each currently certified set aside contractor to be used for this project, along with the dollar amount to be paid each set-aside contractor.

The responsibility for listing a qualified and certified set aside contractor rests solely with the bidder and not the State. Listing a set-aside contractor who does not qualify may be considered the same as not listing one at all and the bid may be considered non-responsive and subject to rejection.

NAME	ADDRESS	AMOUNT

- This amount must be not less than 25% of the total contract cost as stated on the Bid Proposal Form, Section 7.3.1. (Including 6.25% Minority Business Enterprises.)

**CERTIFICATE OF ELIGIBILITY FOR EACH OF THE NAMED
SET-ASIDE CONTRACTORS MUST BE SUBMITTED WITH THIS FORM.**

Authorized Signature & Title

Date

THIS FORM MUST BE SUBMITTED NO LATER THAN 10:00 AM TO: STATE OF
CONNECTICUT, DEPARTMENT OF PUBLIC WORKS 165 CAPITOL AVENUE, HARTFORD,
CONNECTICUT 06106, ROOM #G-9A.

END OF SECTION

from date filled out

(Revision: 12-22-98)

PROJECT NO. BI-MM-023-B

Specifications

The Specifications contain only the **technical** specifications and **they must contain the drawing list** when they come from the Project Manager. We will add the boiler plate items to the spec.

- 1.0 Look at Gail's Table of Contents for boiler plate items **Attachment #1** and check it against the Table of Contents in the specifications to make sure all the boiler plate items are listed.
- 2.0 Pull the boiler plate package items in the order that they are listed on the Table of Contents in the specs. There is only one (1) insurance form, the Accord Certificate of Insurance which is the industry standard.

Write the items that are missing on a yellow sticky and put that on top of the package:

- 00010 Invitation to Bid
- 00020 Bid Proposal
- 00200 Prevailing Wage Rates
- 00400 Set-aside Contractors Schedule
- Pre-Bid Conference Memo (**Attachment #2**), and
- Purple** Notice to Bidders (**Attachments #3(a)**).

Note: If 100% Set-Aside, you must also attach the white "Notice" re current "small and minority contractors' set-aside program..." (Attachment #3(b)).

- 3.0 To get ready to print:
 - (a) Check the specs to make sure that each item on the Table of Contents is there and that the number of pages are correct.
 - (b) Starting at the cover sheet through to the end of the specs, insert a plain white sheet of paper when there is an odd number of pages as the print shop will print the specs back-to-back. Pages should be in this order:
 1. "Specifications for ..." (1 page)
 2. Blank Sheet
 3. "NOTICE FROM" (1 sheet) Note: Insert white notice here if 100% set aside, blank sheet, then insert yellow notice.
 4. Blank Sheet

5. Project Manual - Table of Contents (e.g., 3 pages). If so, insert a
6. Blank Sheet
7. 00010 – Invitation to Bid (for Spec) (2 pages).
8. 00020 – Bid Proposal (e.g., 8 pages).
9. 00024 (1 page).
10. Blank Sheet
11. 00030 (6 pages). If so,
12. 00035 (6 pages) – Insert project # only in footer.
13. 00040 (2 pages).
14. 00050 – (Page 1).
15. Blank Sheet
16. 00050 (Page 2 and 3)
17. 00100 (11 pages).
18. Blank Sheet
19. Prevailing Wage Rates Package (11 pages). If so, insert a
20. Blank Sheet
21. 00300 (1 page). (Ask for Bldrs. Risk unless P.M. says otherwise. Check excess liability requirements in Article 35.
(Builders Risk is for new construction of buildings and major additions. Also major renovations like the S.O.B.-5th Floor project.)
22. Blank Sheet
23. 00400 (1 page).
24. Blank Sheet
25. 00500 (2 pages)
26. 00600 (Page 1).
27. Blank Sheet
28. 00600 (Page 2).
29. Blank Sheet
30. 00600 (Page 3).
31. Blank Sheet
32. 00600 (Page 4).
33. Blank Sheet
34. 00600 (Pages 5-31)
35. 00700 (Pages 1-19).
36. Blank Sheet
37. 00900 (1 page).
38. Blank Sheet
39. Division 1 documents from P.M. - insert blank pages where needed.

4.0 Total all sheets in the spec. **(DO NOT COUNT THE BLANK SHEETS.)**

5.0 When the specifications are complete, the Proposal, with the Invitation to Bid and the S/A Schedule are ready to be inserted in the Spec Package to be sent to the print shop. Fill out the 4-part duplicating form and give to the Plan Room person to walk to the DAS Print Shop. He will bring back the goldenrod copy, which is to be put in the project folder. On the front of the folder put the date sent and the date you requested the specs back (allow 5 calendar days maximum for scheduled delivery). . **For RUSH jobs**, use Joseph Merritt, Olivieri, Advanced Reprographics, or Crest Reprographics for duplicating needs. Fill out the appropriate form which is on top of the gray file cabinets.

6.0 PSO records the printing company used to print their project's plans and specs in the Project Printer Assignment Pad, which has been placed by the Project Pad on top of the file cabinet near the fax machine.

In addition, a Printer Problem Folder has been placed in the same location for the PSO's to store documentation of problems with printing companies. This will provide a source for discussion and corrective action with printers.

7.0 When the specifications come back from the print shop or printers, we check one set from each batch that is printed to ensure that everything is o.k. Allow three (3) days for checking spec and pinning the copies. Put our initials in the upper right-hand corner of the specification that you check, let the person in the Plan Room know they are o.k. and put a yellow sticky with the project number on it and put it in the back file cabinet until the job is signed.

8.0 Put a yellow sticky on the original specs with the project number on it and place them in the filing cabinet next to where you filed the checked spec that was printed for your project. (PSO will return the original specs along with the original plans to the P.M. after the contract is signed.)

9.0 Prepare a Distribution Record card at least a couple of days before the plans and specs are ready for distribution and print labels for mailing. Wrap and label the "no charge" sets of plans and specs for mailing.

Also, FedEx a copy of plans and specs to Bob McNamara @ Cprojects.com on their pre-printed Fedex Form.

10.0 When the contract is signed and the binder prepared, remove the original spec from the file and forward to the proper team along with the "Return of Plans and Specifications" cover memo (**Attachment #4**), a copy of which will be filed in the project folder.

-END-

TABLE OF CONTENTS (FOR BOILER PLATE ITEMS)

PROJECTS UNDER \$50,000 (ESTIMATED)

NOTICE TO BIDDERS
 GENERAL CONDITIONS
 WORKING PROCEDURES DURING CONSTRUCTION
 CERTIFICATE OF INSURANCE
 SPECIAL UNIT PRICE DATA (WHERE APPLICABLE)
 EARTH AND ROCK EXCAVATION DEFINITIONS AND UNIT PRICES (WHERE APPLICABLE)
 COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES/CONTRACT COMPLIANCE REGULATIONS
 SECURITY REGULATIONS FOR CONTRACT FORCES (PRISON PROJECTS ONLY)
 AMENDMENT NO. 1B

PROJECTS OVER \$50,000 BUT UNDER \$250,000 (ESTIMATED)

INVITATION TO BID
 PROPOSAL FORM
 BIDDER'S QUALIFICATION STATEMENT
 NOTICE TO BIDDERS
 * PREVAILING WAGE RATES/CONTRACTORS WAGE CERTIFICATION/PAYROLL CERTIFICATION
 GENERAL CONDITIONS
~~WORKING PROCEDURES DURING CONSTRUCTION~~
 CERTIFICATE OF INSURANCE
 CONTRACT
 SET-ASIDE CONTRACTOR SCHEDULE
 SPECIAL UNIT PRICE DATA (WHERE APPLICABLE) *(take out of spec if not used.)*
~~EARTH AND ROCK EXCAVATION DEFINITIONS AND UNIT PRICES (WHERE APPLICABLE)~~
 COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES/CONTRACT COMPLIANCE REGULATIONS
 SECURITY REGULATIONS FOR CONTRACT FORCES (PRISON PROJECTS ONLY) ?
 AMENDMENT NO. 1A

\$500,000 (eff. 10/1/99)

PROJECTS OVER \$250,000 (ESTIMATED)

00010 INVITATION TO BID
 00020 PROPOSAL FORM
 00030 BIDDER'S QUALIFICATION STATEMENT *GEN. CONTR'S.*
 00040 OBJECTIVE CRITERIA FOR EVALUATING QUALIFICATION OF BIDDERS
 00100 NOTICE TO BIDDERS
 00400 SET-ASIDE CONTRACTOR SCHEDULE
 00200* PREVAILING WAGE RATES/CONTRACTORS WAGE CERTIFICATION/PAYROLL CERTIFICATION
 00700 GENERAL CONDITIONS
~~WORKING PROCEDURES DURING CONSTRUCTION~~
 00300 CERTIFICATE OF INSURANCE
 00500 CONTRACT
 00225 SPECIAL UNIT PRICE DATA (WHERE APPLICABLE) — *take out of spec if not used.*
~~00000 EARTH AND ROCK EXCAVATION DEFINITIONS AND UNIT PRICES (WHERE APPLICABLE)~~
 00600 COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES/CONTRACT COMPLIANCE REGULATIONS
 ? SECURITY REGULATIONS FOR CONTRACT FORCES (PRISON PROJECTS ONLY) ?
 00900 AMENDMENT NO. 1A

00035 *Subcontractors Bidders Qual. Stmt.*
 00045 *4 Std - Bid Bond Form (0002A)*
 00050 *Subcontract Agreement Form*

PREVAILING WAGE RATES ARE NOT REQUIRED FOR NEW CONSTRUCTION PROJECTS COSTING LESS THAN \$400,00. PREVAILING WAGE RATES ARE NOT REQUIRED FOR ALTERATION/RENOVATION PROJECTS COSTING LESS THAN \$100,000.

*w/ signed
 Letter by
 TRS.*

TABLE OF CONTENTS (FOR BOILER PLATE ITEMS)

PROJECTS UNDER \$50,000 (ESTIMATED)

NOTICE TO BIDDERS
GENERAL CONDITIONS
WORKING PROCEDURES DURING CONSTRUCTION
CERTIFICATE OF INSURANCE
SPECIAL UNIT PRICE DATA (WHERE APPLICABLE)
EARTH AND ROCK EXCAVATION DEFINITIONS AND UNIT PRICES (WHERE APPLICABLE)
COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES/CONTRACT COMPLIANCE REGULATIONS
SECURITY REGULATIONS FOR CONTRACT FORCES (PRISON PROJECTS ONLY)
AMENDMENT NO. 1B

PROJECTS OVER \$50,000 BUT UNDER \$250,000 (ESTIMATED)

INVITATION TO BID
PROPOSAL FORM
BIDDER'S QUALIFICATION STATEMENT
NOTICE TO BIDDERS
* PREVAILING WAGE RATES/CONTRACTORS WAGE CERTIFICATION/PAYROLL CERTIFICATION
GENERAL CONDITIONS
WORKING PROCEDURES DURING CONSTRUCTION
CERTIFICATE OF INSURANCE
CONTRACT
SET-ASIDE CONTRACTOR SCHEDULE
SPECIAL UNIT PRICE DATA (WHERE APPLICABLE)
EARTH AND ROCK EXCAVATION DEFINITIONS AND UNIT PRICES (WHERE APPLICABLE)
COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES/CONTRACT COMPLIANCE REGULATIONS
SECURITY REGULATIONS FOR CONTRACT FORCES (PRISON PROJECTS ONLY)
AMENDMENT NO. 1A

PROJECTS OVER \$250,000 (ESTIMATED)

INVITATION TO BID
PROPOSAL FORM
BIDDER'S QUALIFICATION STATEMENT
OBJECTIVE CRITERIA FOR EVALUATING QUALIFICATION OF BIDDERS
NOTICE TO BIDDERS
SET-ASIDE CONTRACTOR SCHEDULE
* PREVAILING WAGE RATES/CONTRACTORS WAGE CERTIFICATION/PAYROLL CERTIFICATION
GENERAL CONDITIONS
WORKING PROCEDURES DURING CONSTRUCTION
CERTIFICATE OF INSURANCE
CONTRACT
SPECIAL UNIT PRICE DATA (WHERE APPLICABLE)
EARTH AND ROCK EXCAVATION DEFINITIONS AND UNIT PRICES (WHERE APPLICABLE)
COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES/CONTRACT COMPLIANCE REGULATIONS
SECURITY REGULATIONS FOR CONTRACT FORCES (PRISON PROJECTS ONLY)
AMENDMENT NO. 1A

PREVAILING WAGE RATES ARE NOT REQUIRED FOR NEW CONSTRUCTION PROJECTS COSTING LESS THAN \$400,00. PREVAILING WAGE RATES ARE NOT REQUIRED FOR ALTERATION/RENOVATION PROJECTS COSTING LESS THAN \$100,000.

TABLE OF CONTENTS (FOR BOILER PLATE ITEMS)

SUBJECTS UNDER \$50,000 (ESTIMATED)

NOTICE TO BIDDERS
GENERAL CONDITIONS
WORKING PROCEDURES DURING CONSTRUCTION
CERTIFICATE OF INSURANCE
SPECIAL UNIT PRICE DATA (WHERE APPLICABLE)
EARTH AND ROCK EXCAVATION DEFINITIONS AND UNIT PRICES (WHERE APPLICABLE)
COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES/CONTRACT COMPLIANCE REGULATIONS
SECURITY REGULATIONS FOR CONTRACT FORCES (PRISON PROJECTS ONLY)
AMENDMENT NO. 1B

PROJECTS OVER \$50,000 BUT UNDER \$250,000 (ESTIMATED)

* *Internal*

~~INVITATION TO BID~~
~~PROPOSAL FORM~~
BIDDER'S QUALIFICATION STATEMENT
NOTICE TO BIDDERS
* PREVAILING WAGE RATES/CONTRACTORS WAGE CERTIFICATION/PAYROLL CERTIFICATION
GENERAL CONDITIONS
WORKING PROCEDURES DURING CONSTRUCTION
CERTIFICATE OF INSURANCE
~~CONTRACT~~
SET-ASIDE CONTRACTOR SCHEDULE
SPECIAL UNIT PRICE DATA (WHERE APPLICABLE)
EARTH AND ROCK EXCAVATION DEFINITIONS AND UNIT PRICES (WHERE APPLICABLE)
COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES/CONTRACT COMPLIANCE REGULATIONS
SECURITY REGULATIONS FOR CONTRACT FORCES (PRISON PROJECTS ONLY)
AMENDMENT NO. 1A

PROJECTS OVER \$250,000 (ESTIMATED)

INVITATION TO BID
PROPOSAL FORM
BIDDER'S QUALIFICATION STATEMENT
OBJECTIVE CRITERIA FOR EVALUATING QUALIFICATION OF BIDDERS
NOTICE TO BIDDERS
SET-ASIDE CONTRACTOR SCHEDULE
* PREVAILING WAGE RATES/CONTRACTORS WAGE CERTIFICATION/PAYROLL CERTIFICATION
GENERAL CONDITIONS
WORKING PROCEDURES DURING CONSTRUCTION
CERTIFICATE OF INSURANCE
CONTRACT
SPECIAL UNIT PRICE DATA (WHERE APPLICABLE)
EARTH AND ROCK EXCAVATION DEFINITIONS AND UNIT PRICES (WHERE APPLICABLE)
COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES/CONTRACT COMPLIANCE REGULATIONS
SECURITY REGULATIONS FOR CONTRACT FORCES (PRISON PROJECTS ONLY)
AMENDMENT NO. 1A

MEMORANDUM

To: , Project Manager
DPW, Team – Room – S.O.B.

From: , PSO 1
DPW, Procurement – Room G-35 – S.O.B.

Date:

Subject: Pre-Bid Conference
Project Description
Project No.:

Following is the bidding schedule for referenced project:

Advertise:

Plans & Specs ready:

Bid Opening Date:

Please provide the following information for the pre-bid conference:

Date:

Time:

Exact location:

(Street Address, Town)

(Room, building, etc.)

Contact person at site, if any:

Please return by: (1 calendar day)

MEMORANDUM

TO: Rox Giddix,
Gen Dist Team, Rm 460

FROM: ~~Gail Blythe, Bidding & Contract Technician~~ DS, PS01
165 Capitol Ave., Htfd., CT, Room G-9A

DATE: 1/21/99

SUBJECT: Pre-Bid Conference

HVAC and Roofing Replacements
Department of Motor Vehicles
Hamden Regional Branch Office
HAMDEN, CT

Project # BI-MM-023-B

SAMPLE

Following is the bidding schedule for referenced project:

Advertise: 02/05/99

Plans & Specs ready: 02/10/99

Bid Opening Date: 03/10/99 L) Approx. 3 weeks
after Plans/Specs are ready.

Please provide the following information for the pre-bid conference:

Date: (Approx. 1wk. after Plans/Specs are ready.)

Time:

Exact Location:

Name:

Street Address:

Town :

Location:

Please Return By 02/25/99

NOTICE FROM

DEPARTMENT OF PUBLIC WORKS STATE OF CONNECTICUT BIDDING AND CONTRACTS UNIT

- ◆ THIS PROJECT MANUAL CONTAINS NEW BIDDING REQUIREMENTS, CONTRACT FORMS, CONDITIONS OF THE CONTRACT, GENERAL REQUIREMENTS, ETC., THESE DOCUMENTS HAVE BEEN REVISED AND REFORMATTED.
- ◆ THE CONTRACTOR IS ADVISED TO READ ALL THE CONTENTS OF THE PROJECT MANUAL **CAREFULLY!** THE CONTRACTOR IS INSTRUCTED THAT ANY MODIFICATIONS OR ALTERATIONS TO THE PROJECT MANUAL AND THE FORMS CONTAINED HEREIN MAY BE JUST CAUSE TO REJECT THE **BID!**
- ◆ EACH CONTRACTOR WHO IS AWARDED A CONTRACT ON OR AFTER OCTOBER 1, 2002 SHALL BE SUBJECT TO PROVISIONS OF THE CONNECTICUT GENERAL STATUTES, SECTION 31-53 AS AMENDED BY PUBLIC ACT 02-69, "AN ACT CONCERNING ANNUAL ADJUSTMENTS TO PREVAILING WAGES."

IN DETERMINING BID PRICE, CONSIDERATION SHOULD BE GIVEN TO SECTION 31-53 OF THE GENERAL STATUTES OF CONNECTICUT AS AMENDED BY PUBLIC ACT 02-69, "AN ACT CONCERNING ANNUAL ADJUSTMENTS TO PREVAILING WAGES."

WAGE RATES WILL BE POSTED EACH JULY 1ST ON THE DEPARTMENT OF LABOR WEBSITE: www.ctdol.state.ct.us. SUCH PREVAILING WAGE ADJUSTMENT WILL NOT BE CONSIDERED A MATTER FOR AN ANNUAL CONTRACT AMENDMENT.

IMPORTANT:

THE FOLLOWING FORMS MUST BE INCLUDED WHEN YOU SUBMIT YOUR BID PACKAGE. OTHERWISE, YOUR PACKAGE MAY BE REJECTED:

<u>Section</u>	
00020	<i>Bid Proposal Form – This form must be completed in its entirety.</i>
00024	<i>Standard Bid Bond Form</i>
00030	<i>General Contractor Bidders Qualification Statement</i>

Note: Section 00600 – Commission on Human Rights & Opportunities Contract Compliance Regulations has been decreased from 31 pages to 11 pages. The Notification to Bidders form has been eliminated, and the factors in Section 1, page 2 of 11, have been incorporated into the regulations.

Attachment #3(6)

Use only if a
project is 100%
Set-Aside.

NOTICE

Put directly behind
the front cover of
project spec
book.

This project is reserved for Certified Set-Aside Contractors' only. Consideration shall be given only to proposals submitted by qualified and responsible bidders certified by the Department of Administrative Services to participate in the Small and Minority Contractors' Set-Aside Program.

For additional information regarding the Small and Minority Contractors' Set-Aside Program, please contact the Department of Administrative Services, Business CONNections/Set-Aside Unit, Room G-8A, 165 Capitol Avenue, Hartford, Connecticut, Tel: (860) 713-5236 or call the Bidding Section of the Department of Public Works at (860) 566-7199 or (860) 566-2346.

713-5795

**CURRENT "SMALL AND MINORITY CONTRACTORS' SET-
ASIDE PROGRAM CERTIFICATE OF ELIGIBILITY" MUST
BE PRESENTED WITH YOUR BID PROPOSAL.**

MEMORANDUM

To: Team Person, Team
Department of Public Works – Room #

From: PSO's Name, Purchasing Services Officer 1
Department of Public Works – Room # G-35

Date:

Subject: Return of Plans and Specifications

Project: (Title here)
Project No.

The original plans and specifications for the referenced project are being returned to you for your handling.

Please confirm receipt by signing and dating below and returning to me. Thank you.

Enclosure: 2

Received by: _____ Date: _____

Special Unit Prices

- 1.0 Bidders provide Special Unit Prices. The Project Manager will give us the information we need to fill out this form. The bidders will then need to fill in their prices, etc. on this sheet (Section 00025 – see sample attached) and include in the specifications.
- 2.0 Include this sheet(s) in the Table of Contents (change description and page number(s)).

*Do not use
Delete from
Table of Contents*

SPECIAL UNIT PRICES

1. The Contractor shall provide the Special Unit Prices for all of the items as listed in this Section.

Submit the Special Unit Price Items required of this Section as part of the Bid Proposal Form (Section 00020). Coordinate all unit price items with Specifications and Contract Drawings.

1.1

1.2

1.3

1.4

1.5

1.6

1.7

1.8

Project Name:

Project No.:

Project Location:

Contractor:

Date:

(Name)

(Signature)

END OF SECTION

*If A/E includes in Div. 1, type this
An Table of Contents for 00025 also
put some note*

SECTION 00025
SPECIAL UNIT PRICES
PAGE 1 OF 1

SPECIAL UNIT PRICES

(PLEASE REFER TO DIVISION 1, SECTION 01019 FOR SPECIAL UNIT PRICES)

END OF SECTION

*Sample
#2*

D.P.W.
BIDDING SECTION

MAR 29 10 21 AM '99

TO: Jan, Mellanee, Dolores, & Gail

When ~~special~~ unit prices are called for please use the format as per attached.

Prices ~~may~~ ^{will} be different for every project.
A/E gives to the PM & they should include
in the spec.

Sample
#3

SPECIAL UNIT PRICES

The following unit prices are included in the Contract and will be used to calculate the value of additions to or deductions from the work called for in the referenced Sections(s) of the Specification.

For more detailed information see the Sections referenced below.

<u>Section/Para. No.</u>	<u>Unit</u>	<u>Description</u>	<u>Add</u>	<u>Deduct</u>
07460 (entire section)*	Square Foot	Exterior wood siding*	\$ 4.00	\$ 3.40
06200 (entire section)*	Linear Bd. Ft.	Exterior wood trim*	\$10.25	\$ 8.70
09260 2.1B & 2.2B	Square Foot	Gyp. Bd. Walls	\$ 2.46	\$ 2.10
09260 2.1B, 2.2B & 07210 2.1C	Square Foot	Insul. Gyp. Bd. Walls	\$ 3.11	\$ 2.64
09411 (entire section)	Square Foot	Patch/Extend terrazzo	\$ 6.00	\$ 5.10
09705 (entire section)	Square Foot	Patch/ Res. Comp. Fl.	\$ 6.00	\$ 5.10

* See Section 01020 - Allowances.

SPECIAL UNIT PRICES

The following unit prices are included in the Contract and will be used to calculate the value of additions to or deductions from the work called for in the referenced Section(s) of the Specification.

<u>Para No.</u>	<u>Unit</u>	<u>Description</u>	<u>Add</u>	<u>Deduct</u>
06100/1.02 B.	Sq. Ft.	Roof Deck	\$1.95	\$1.75
06100/1.02 C.	L.F.	Wood Plates	\$1.50	\$1.35

NOTES TO ARCHITECT/ENGINEER

1. Unit prices shall be determined by the Architect/Engineer. Complete applicable part of Bid Data Form and deliver to the Project Coordinator. Prepare a separate page, as above and deliver with the tracings and Masters. Include the project number on the bottom right corner of the page. List the page in the Table of Contents. See the sample Tables of Contents for location.
2. Include the pertinent information regarding the Special Unit Prices in the affected Specification Section as illustrated on the next page.
3. The add price should include overhead and profit. The deduct price is 15% lower than the add price.
4. Reference Bid Data Form - Chapter I page 6 for Special Unit Prices. Information that would be on the Bid Data Form is as shown below, as related to the sample specification section page.

SPECIAL UNIT PRICES:

<u>Section No.</u>	<u>Base Bid Quantity</u>	<u>Unit:</u>	<u>Add:</u>	<u>Deduct:</u>
06100/1.02B	860	square feet	\$1.95	\$1.75
06100/1.02C	800	linear feet	\$1.50	\$1.35
_____	_____	_____	_____	_____

Step #8

Calculate Non-refundable Fee

- 1.0 Put the Worksheet for Calculating Fees for Plans and Specifications (**See Attachment #1**) in the project folder until you are ready to calculate the fee for the specifications.
- 2.0 Before you send plans to be printed, count the number of plans and insert on worksheet. (**See Step #6**)
- 3.0 When spec is ready to be counted, count all pages and prepare a Fee Schedule for the non-refundable fee by:
 - (a) Multiplying the number of small or large drawings times the price per drawing and write that data on the sheet (Item #1 on worksheet). Check to ensure the Commissioner signs and dates the title page.
 - (b) Multiplying the page count of the specs (Note: The Title Sheet counts as a page) times the price per page and write that data on the sheet (Item #2 on worksheet).
 - (c) Adding in the Administrative Fee (Item #3 on worksheet) to Item #1 and Item #2 on worksheet.
 - (d) Writing in the total of (c) above as the Grand Total Fee on the worksheet (rounded off to the nearest whole dollar)
- 4.0 Write the fee in red and circle it in the upper left-hand corner of folder above the estimate.

Note: For "small" size drawings (these are usually Tank jobs), use \$.41 per drawing for Item #1 on the worksheet.

- END -

WORKSHEET FOR CALCULATING FEES FOR PLANS AND SPECIFICATIONS

PROJECT NO. _____

1)

TOTALS

DRAWINGS

$$\text{Large } \$.59 \times \frac{\quad}{\text{\# of drawings}} =$$

\$

2)

SPECIFICATIONS

$$$.058 \times \frac{\text{# of pages}}{\text{# of pages}} =$$

\$

3)

Administrative Fee

\$7.43 per transaction

\$7.43

GRAND TOTAL FEE FOR SET OF PLANS AND SPECS FOR ABOVE PROJECT
(ROUND OFF TO NEAREST WHOLE DOLLAR)

\$_____

WORKSHEET FOR CALCULATING FEES FOR PLANS AND SPECIFICATIONS

PROJECT NO. BI-MM-023-B

1)

TOTALS

DRAWINGS

Large \$.59 x $\frac{8}{\text{\# of drawings}}$ =

\$ 4.72

2)

SPECIFICATIONS

\$.058 x $\frac{385}{\text{\# of pages}}$ =

\$ 22.33

3)

Administrative Fee

\$7.43 per transaction

\$7.43

GRAND TOTAL FEE FOR SET OF PLANS AND SPECS FOR ABOVE PROJECT
(ROUND OFF TO NEAREST WHOLE DOLLAR)

\$ 34.48 \$34.00

Round up
or down

Note: ~~drawings~~ ~~TANK JOBS ARE USUALLY THE "SMALLER ONES."~~
~~(drawings)~~

~~size:~~ For "small" size drawings

Note: (usually TANK jobs), use \$.41 per
drawing, not ~~\$.59~~

Step #9

Advertisements

- 1.0 After we type the advertisement for specs (**Attachment #1**) and have checked to make sure everything is correct we place the original in the project specifications package.
- 2.0 In the P.C., copy this advertisement for Purchasing. Eliminate all the bold parts except the sentence, "**Use a separate check for each project**" and the **paragraph on nonresident contractors**.
- 3.0 Type the Distribution List for Advertisement (in P.C.) (Attachment #2).
- 4.0 On the Wednesday of the week before the ad is due to be published:
 - 4.1 PSO types a Purchase Requisition for the ad (**Attachment #3**). The date required is the date of the advertisement. The requisition date is the date you are typing it. To: "To predetermined list of newspapers throughout the State of Connecticut." Under the description put the advertisement number, and "Must appear in the Legal Notice section of the newspaper on:", and the day and date the advertisement is to appear in the newspapers (this is always a Friday).
 - 4.2 Bidding & Contracts Supervisor signs the Purchase Requisition. PSO pulls out the pink copy of the Purchase Requisition and put in the project folder. PSO hand carries the Purchase Requisition to Purchasing, stamps it in and gives it to Purchasing (ask David Busanet who will handle the ad: Abdul, Crystal, Dorothy or Eugenie? He will put their initials on the Purchase Requisition.) the Wednesday of the week before the ad will appear in the newspapers.
 - 4.3 No later than the Monday of the week of the advertisement, the PSO E-mails the ad (saved as ADV.NO.##-##.DOC) to Abdul, Crystal, Dorothy, Eugenie and cc's Dave Busanet, Purchasing and Patrick Nolan, Communications. The ad filename should be in the following format: ADV.NO.##-##. Go into File, open it, rename it and save it as a "word document."

- 4.4 Enter Ad on DAS' website; D. Busanet will enter the ad on the DPW website.
- 5.0 On the Friday our advertisement will be published (**advertisement date**) e-mail copies of the Advertisement to:
- Distribution: P. Nolan (Room 202);
M. Smith-Glasper (Room 477)
Project Manager;
Meg Yetishefsky, DAS, Business CONNectiions (Room G-8A);
Agency Rep and Architect (their names, e-mail addresses can be found in the Supplementary General Conditions of the Specifications).
- 5.1 **On the advertisement date**, also distribute (8) copies of the ad to the following internal staff:
- Boards near Plan Room (2 copies)
[If a rebid, mark the ads **REBID**]
 - Secretary (1 copy)
 - Supervisor (1 copy)
 - 4 PSOs: Dolores, Eugenie, Gail, Mellanee (1 copy to each of them)
- 5.2 Put one (1) copy of the ad in the project folder. On the front of the project folder, under "ADV" fill in the number and item of ad; in the next block insert the date typed; next block, the ad date, and last block, the bid opening date.
- 5.3 Put one (1) copy of the ad in the Advertisement Book on top of the file cabinets (include the Distribution List).
- 5.4 PSO enters the data in the database onto a new Distribution Record (**Attachment #4**) and prints the distribution record and a set of labels. PSO wraps the N/C plans and specs, which should be mailed at least one day before the plans and specs are ready for sale. PSO inserts the dates the plans and specs are mailed out on the distribution list, records the data in the database, files the original in the project folder and reprints the distribution list and places it in the check binder.

Plans and specs are mailed to the following:

- Project Manager (1 copy)
- Agency (copies) - (as indicated on Bid Data Sheet)
- Architect/Engineer (copies) – (as indicated on Bid Data Sheet)
- F. W. Dodge (1 copy)
- Construction Market Data (1copy)
- CRBCC, Attn: Ronn Dunson (1 copy)
- The Greater Hartford Minority Construction Council (1 copy)
- Cprojects.com (1 copy) –Fedex # 2496-9315-4, to Bob McNamara, 1257 Southford Road, Southbury, CT 06488.
- General Contractor (once selected, as indicated on the Bid Release Sheet)

Note: Do not send to Crest Graphics. This was discontinued per David Busanet on 4-11-01)

Note: If a re-bid, those that paid the first time get the plans & specs free of charge. Fill out the RE-BID sheet (*Attachment #5*) and place it together with a copy of the bidder's list from the previous advertisement behind the current Distribution Record in the blue binder so we know who gets the next set of plans and specs free of charge. Mark the new Distribution Record "REBID".

- 6.0 Put advertisement date on the Bidding & Contracts Status Report and put two copies in the Plan Room (on the board and top of desk).

– END –

INVITATION TO BID

ADV. NO.: _____

ADV. DATE: _____

SEALED BIDS ADDRESSED TO THE DEPARTMENT OF PUBLIC WORKS - STATE OF CONNECTICUT FOR:

ITEM NO.:	
Project Title:	
Project Number:	
Cost Estimate Range:	\$ _____ - \$ _____
Plans & Specs Ready:	
A NON-REFUNDABLE FEE OF PER SET IS REQUIRED	\$ _____
Set-Aside Participation	25%
Including MBE/WBE	6.25%
Bid Opening Date:	
Bid Results:	Call (860) 713-5798 after 3:00 p.m. on bid opening date.
Pre-Bid Conference:	ALL PROSPECTIVE BIDDERS ARE ENCOURAGED TO ATTEND A PRE-BID CONFERENCE TO BE HELD AT A.M./P.M. ON _____ AT _____

Put top portion only on website

To access the Department of Public Works web site: <http://www.state.ct.us/dpw>

Will be received in ROOM No. G-35 STATE OFFICE BUILDING, 165 CAPITOL AVENUE, HARTFORD, CONNECTICUT (CT) UNTIL 1:00 P.M. on the date shown above and thereafter publicly opened and read aloud in ROOM No. G-19, STATE OFFICE BUILDING, 165 CAPITOL AVENUE, HARTFORD, CT, 06106.

As security, each bid must be accompanied by a CERTIFIED CHECK made payable to "Treasurer, State of Connecticut," or the bid must be accompanied by a BID BOND, in the form required by the awarding authority and having surety thereto such Surety Company or Companies as are authorized to do business in this State and/or accepted by the Commissioner of the Department of Public Works for an amount not less than 10% of the bid.

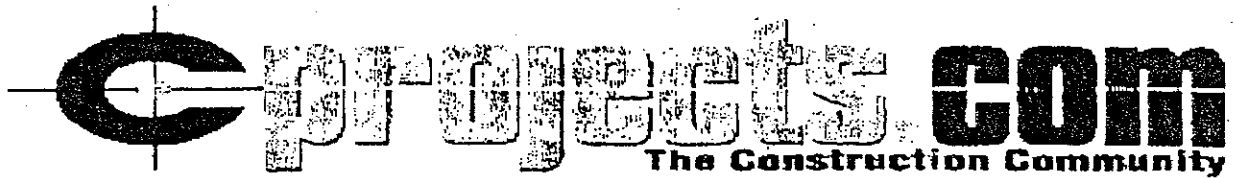
Performance and Labor and Material Bonds to be furnished by the bidder awarded the contract shall be an amount not less than 100% of the contract price. The awarding authority reserves the right to waive technical defects or to reject any and all bids.

Nonresident contractors: At the time of contract signing a certificate from the Commissioner of Revenue Services must be provided which evidences that C.G.S. 12-430 for non-resident contractors has been met. For details call the Department of Revenue Services at (860) 541-3280, ext. 7.

Page 1 of 2

New
Attachment 2

[illegible]



TO: Jimmy Palmer-DPW Plan Room

Fax #: (860) 713-7395

Jimmy,

As you receive the plans and addendums for any construction projects, just FedEx a set to me. Here is the FedEx # and Address. If you have any Questions or need to speak to me, call anytime.

FedEx # 2496-9315-4

**Cprojects.com
Bob McNamara
1257 Southford Road
Southbury, CT 06488**

Bob McNamara
203-262-6248 x 206
fax: 203-267-7976
rmcnamara@cprojects.com

URL: www.cprojects.com

BUREAU NAME AND ADDRESS

Public Works, 165 Capitol Ave., Hartford, CT 06106

DATE REQ. REC'D BY PURCH.	PURCHASE ORDER DATE	PURCHASE ORDER NO.	VENDOR'S DELIVERY DATE	TYPE OF PURCHASE ORDER <input type="checkbox"/> Confirming <input type="checkbox"/> Original	
QUOTE NO.	QUOTE DATE	CASH DISCOUNT TERMS	F.O.B. (Delivered unless noted here)		
DELIVER TO (Address) Bidding & Contracts Office Room G092, 165 Capitol Ave. Hartford, CT 06106			(Attention of) D. Shroeder Tel: 566-2346		Check "YES" if Emergency order placed with vendor Prior Purchasing approval necessary. <input type="checkbox"/> YES <input type="checkbox"/> NO
			DATE MATERIAL REQUIRED (Exact date-NOT ASAP) 2-19-99	REQUISITION DATE Send to Fiscal Services Office or when Emergency order placed 2-11-99	
TO: PREDETERMINED LIST OF NEWSPAPERS THROUGHOUT STATE OF CONNECTICUT			<input type="checkbox"/> COMPETITIVE <input type="checkbox"/> NON-COMPETITIVE SMALL BUSINESS SET ASIDE STATUS FEDERAL IDENTIFICATION NO.		

ITEM NO.	DESCRIPTION (Describe in detail - Include Brand, model or catalog number, if available)	NO. OF UNITS ORDERED	UNIT (i.e., lb. gal., ea.)	UNIT PRICE	AMOUNT
-	ADVERTISEMENT NO. 99-21 (ITEM NO. 22) MUST APPEAR IN THE LEGAL NOTICE SECTION OF THE NEWSPAPER ON: FRIDAY, FEBRUARY 19, 1999				

ESTIMATED COST \$

TOTAL

LINE NO.	COMMITTED AMOUNT	AGENCY *	COST CENTER		OBJECT	AGENCY TAIL		EXTENSION	F.Y.
			FUND	SID		FUNC	ACTIVITY		

NAME AND NUMBER OF PROJECT OR RESERVATION, IF APPLICABLE NO.

SUGGESTED VENDOR (Optional)

PREPARED BY

APPROVALS

SITING UNIT (Section Supervisor)	BUREAU HEAD / DESIGNEE	ADD'L APPROVAL	PURCHASING AUTHORITY
DATE	DATE	DATE	
	<i>[Signature]</i> 2-11-99	<i>[Signature]</i> 2-11-99	

* Write out

REQUESTER (RETAIN)

ATTACH. #4
Step 9

Attach labels to
Distribution Record & give
to Jim Palmer on the
sale date -- not before
that date.
He will mail out & distribute
internal copy.

FROM	STATE OF CONNECTICUT DEPARTMENT OF PUBLIC WORKS ROOM G-9A - BIDDING SECTION STATE OFFICE BUILDING 165 CAPITOL AVENUE HARTFORD CT 06106
TO	Brown's Letter 53 Interstate Lane Waterbury, CT 06705
PARCEL POST - CONTENTS MERCHANDISE - RETURN REQUESTED	

FROM	STATE OF CONNECTICUT DEPARTMENT OF PUBLIC WORKS ROOM G-9A - BIDDING SECTION STATE OFFICE BUILDING 165 CAPITOL AVENUE HARTFORD CT 06106
TO	Attn: William Silver Silver Petrucelli & Associates, Inc. 3127 Whitney Avenue Hamden, CT 06518
PARCEL POST - CONTENTS MERCHANDISE - RETURN REQUESTED	

FROM	STATE OF CONNECTICUT DEPARTMENT OF PUBLIC WORKS ROOM G-9A - BIDDING SECTION STATE OFFICE BUILDING 165 CAPITOL AVENUE HARTFORD CT 06106
TO	Color Crafts Graphics P.O. Box 2523 Hartford, CT 06146
PARCEL POST - CONTENTS MERCHANDISE - RETURN REQUESTED	

FROM	STATE OF CONNECTICUT DEPARTMENT OF PUBLIC WORKS ROOM G-9A - BIDDING SECTION STATE OFFICE BUILDING 165 CAPITOL AVENUE HARTFORD CT 06106
TO	Attn: James Pettit, Branch Facilities Manager Department of Motor Vehicles 60 State Street Wethersfield, CT 06109
PARCEL POST - CONTENTS MERCHANDISE - RETURN REQUESTED	

FROM	STATE OF CONNECTICUT DEPARTMENT OF PUBLIC WORKS ROOM G-9A - BIDDING SECTION STATE OFFICE BUILDING 165 CAPITOL AVENUE HARTFORD CT 06106
TO	Crest Graphics c/o Projects On Line 220 Farmington Avenue Farmington, CT 06032
PARCEL POST - CONTENTS MERCHANDISE - RETURN REQUESTED	

FROM	STATE OF CONNECTICUT DEPARTMENT OF PUBLIC WORKS ROOM G-9A - BIDDING SECTION STATE OFFICE BUILDING 165 CAPITOL AVENUE HARTFORD CT 06106
TO	F. W. Dodge 1344 Silas Deane Highway Rocky Hill, CT 06067
PARCEL POST - CONTENTS MERCHANDISE - RETURN REQUESTED	

Notes:

1. Jim will check the book
& send out to internal
people: Andie Maurice
Project Manager
GIVE HIM LABELS FOR THIS.
2. Dodge comes in every Wednesday
& picks up Plans & Specs

3. Type labels for
above.
Arch. & Agency rep
is on the "Summary
of Work" sheet
behind the front end
in the spec.

PLANS AND SPECIFICATIONS DISTRIBUTION RECORD
INSTRUCTIONS FOR USE

- 1.0 To create a new distribution record:
 - 1.1 Open Excel
 - 1.2 Click on "File"
 - 1.3 Click on "Open"
 - 1.4 Click on the Down Arrow at the box labeled "Look in:"
 - 1.5 Click on "Bidcontracts on 'DPW_nt1' (G:)"
 - 1.6 Open folder named "Public"
 - 1.7 Open folder named "Plans & Specs Dist Folder"
 - 1.8 Open file named "Plans & Specs – Distribution Record (Master)"
 - 1.9 Enter data from the advertisement as follows in Column F, Rows 1 through 7:
 - 1.81 Column F, Row 1, -- Project #
 - 1.82 Column F, Row 2, -- Item #
 - 1.83 Column F, Row 3, -- Ad #
 - 1.84 Column F, Row 4, -- Project Title
 - 1.85 Column F, Row 5, -- Date drawings and specifications will be available for sale
 - 1.86 Column F, Row 6, -- Scheduled Bid Opening Date
 - 1.87 Column F, Row 7, -- Non-Refundable Fee Required to purchase plans and specifications
 - 1.10 Enter the following data in Rows 16 through 18, Columns F,G,H,I, J, K & L, as required:
 - 1.91 Row 16 -- Enter Client Agency name, address and any other necessary information
 - 1.92 Row 17 -- Enter A/E name and address
 - 1.93 Row 18 -- Enter Project Manager information
 - 1.11 Click on "File"
 - 1.12 Click on "Save As"
 - 1.13 In the "File Name" box, type the project # as the new file name
 - 1.14 Click "Save"
- 2.0 To Add names to an existing distribution record:
 - 2.1 Follow Steps 1.1 to 1.6 above
 - 2.2 Open the file which corresponds to the receipts to be logged
 - 2.3 Complete all information required in Columns A through L for each contractor who picked up plans and specifications

Note: In the "DATE" column, use the date check was received.

To print header: File, Print, Sheet and set up parameters: \$1:\$9.

PLANS AND SPECIFICATIONS DISTRIBUTION RECORD
PRINT LABELS

- 1.0 In Explorer in your P.C., click on the "G" file; click on the Public file; double click to open the P & S Distribution Record file you want. The document you open will be an EXCEL document.
- 2.0 In your EXCEL document, highlight the cells that start with the contractor's name through his zip code number and all the names and addresses that follow it.
- 3.0 Click on *FILE*; click on *PRINT AREA*; move cursor over and click on *SET PRINT AREA*. Then *FILE*, *SAVE*, and *CLOSE*.
- 4.0 Go to Start button, then to Programs and open *WORD* which will open a blank word document.
In toolbar, click on *TOOLS*; click on *MAIL MERGE*.
In Mail Merge Helper click on *MAIN DOCUMENT*. Click on *CREATE*
From Drop Down List, select: *MAILING LABELS*
Click on *ACTIVE WINDOW*
Under Data Source select *GET DATA*
From Drop Down List, select: *OPEN DATA SOURCE*
- 5.0 Click on *Bidcontracts (G)* file, click on the *Public* folder. At bottom of the box, under "Files:" – In drop down list, select *MS Excel Worksheets*. Click on the document from which you want to print labels, e.g., BI-2B-734 P&S Record.
Click on *OPEN*
For named or cell range, click on *Print Areas*. Click on *OK*.
Select *SET UP MAIN DOCUME*
#5660 → Select label size from drop down list. Click on *O.K.*
Click on *INSERT MERGE FIELD*
Click on *CONTRACTOR NAME – RETURN KEY*
Click on *INSERT MERGE FIELD*. Click on *ADDRESS – RETURN KEY*
Click on *INSERT MERGE FIELD*. Click on *CITY – Add a comma. Add a space.*
Click on *INSERT MERGE FIELD*. Click on *STATE (Add a space).*
Click on *INSERT MERGE FIELD*. Click on *ZIP – RETURN KEY*
Click on *O.K.*
In #3: Click on *MERGE*
Merge to: New Document. Click on *MERGE*. This will print your label sheet. You can then copy the information onto a label sheet.
Name your document if you are saving it.

END

PLANS AND SPECIFICATIONS DISTRIBUTION RECORD
PRINT LABELS

- 1.0 In your EXCEL document, highlight the cells that start with the contractor's name through his zip code number and all the names and addresses that follow it.
- 2.0 Click on *FILE*; click on *PRINT AREA*; move cursor over and click on *SET PRINT AREA*. Then *FILE*, *SAVE*, and *CLOSE*.
- 3.0 Go to Start button, then to Programs and open *WORD* which will open a blank word document.
In toolbar, click on *TOOLS*; click on *MAIL MERGE*.
In Mail Merge Helper click on *MAIN DOCUMENT*. Click on *CREATE*
From Drop Down List, select: *MAILING LABELS*
Click on *ACTIVE WINDOW*
Under Data Source select *GET DATA*
From Drop Down List, select: *OPEN DATA SOURCE*
- 4.0 Click on Bidcontracts (G) file. Under "Files:" In drop down list, select *MS Excel Worksheets*.
Select document that contains the information you need, e.g., BI-2B-734 P&S Record.
Click on *OPEN*
For named or cell range, click on Print Areas. Click on *OK*.
Select *SET UP MAIN DOCUME*
Select label size from drop down list. Click on *O.K.*
Click on *INSERT MERGE FIELD*
Click on *CONTRACTOR NAME – RETURN KEY*
Click on *INSERT MERGE FIELD*. Click on *ADDRESS – RETURN KEY*
Click on *INSERT MERGE FIELD*. Click on *CITY – Add Comma. Add a Space*.
Click on *INSERT MERGE FIELD*. Click on *STATE (Add a space)*.
Click on *INSERT MERGE FIELD*. Click on *ZIP – RETURN KEY*
Click on *O.K.*
In #3: Click on *MERGE*
Merge to: New Document. Click on *MERGE*. This will print your label sheet. You can then copy the information onto a label sheet.
Name your document if you are saving it.

END

PLANS AND SPECIFICATIONS
Distribution Record

BI-DD-256
43
99-41
Ext. Masry Wall Rest.-Osborn Cor.-Somers
30-Jun-99
21-Jul-99
\$ 33.00

B1-28-734-E
3

00-03

Stanford Superior Courthouse - Part E

7-30-99

9-1-99

\$ 403.00

CONTRACTOR NAME	ADDRESS	CITY	STATE	ZIP
B.W. Dexter II, Inc.	556 Westcott Road	Danielson	CT	06239
Armani Restoration, Inc.	191 Franklin Avenue	Hartford	CT	06114
Gardner Engineering, Inc.	47 Olivine Street	Chicopee	MA	01013
G.C. Construction Corp.	3706 12th Avenue	Brooklyn	NY	11218
C & D Waterproofing Corp.	300 Papermill Road	Bloomsburg	PA	17815
John Donegan Construction	32 Bausola Road	Andover	CT	06232
G. Donovan Associates, Inc.	P.O. Box 857	Baltic	CT	06330
Trumbull Restoration Company	433 Old Mountain Road, P.O. Box 1306	Farmington	CT	06032
Debrino Caulking Assoc.	Route 9, 1304	Castleton	NY	12033
Ramco Technologies, Inc.	235 Locust Street	Hartford	CT	06114

Run labels.
Attach to Distribution Record
and give to Jim Palmer on
the release date - NOT BEFORE THAT
before
We will mail out and
distribute internal copies.
Dodge comes in every Wed.
& picks up plans & specs.

GENERAL CONTRACTOR
BIDDERS QUALIFICATION STATEMENT

PROJECT NO.: BI-B-331

All bidders are required to file this form, properly completed, WITH THEIR PROPOSAL. Failure of a bidder to answer any question or provide required information may be grounds for the awarding authority to disqualify and reject their bid. If a question or request for information does not pertain to your organization in any way, use the symbol "NA" (Not Applicable). Use additional 8 1/2" x 11" sheets with your letterhead as necessary.

1. Indicate exactly the name by which this organization is known:

Name: Mega Mechanical Systems Corporation

2. How many years has this organization been in business under its present business name?

Years: Eight (8) Years

3. How many years has this organization been in business as a General Contractor?

Years: N/A

4. If this organization has not always been a General Contractor, list the trade(s) that your firm customarily performed prior to the time that you became a General Contractor:

4.1 Mechanical Contractor

4.2

4.3

5. Indicate all other names by which this organization has been known and the length of time known by each name:

5.1 NONE

5.2

Step #10

Invitation to Bid


- 1.0 PSO issues a Purchase Requisition to David Busanet for the Invitation to Bid, which he will assign to a Purchasing PSO1. The Invitation to Bid is e-mailed to Abdul, Crystal, Dorothy and Eugenie on the Wednesday of the week before being advertised. The ad is run in several newspapers on the following Friday in the Legal Notice Section.
- 2.0 Formal Bid Openings are scheduled for Wednesday at 1:00 p.m. Bids are accepted up to 1:00:59 p.m. on the day of the Bid Opening.
- 3.0 At 1:01 p.m. we stamp the Bid Tab and go to the Procurement Plan Room #G-36 to open all bids.

- END -

D.P.W.
BIDDING SECTION
May 18 8 00 AM '99

MEMORANDUM

TO: Bidding & Contracts Staff

FROM: Jan Young, Supervisor 

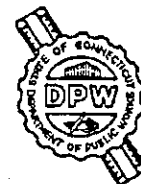
DATE: May 13, 1999

SUBJECT: RE-BIDS

In the future all Invitations to Bid that are to be posted by the plan room will have RE-BID highlighted on the invitation if that is the case. This should alert whoever is selling the plans to check the page to see if the contractor has bought the plans previously.



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS



T. R. Anson
Commissioner

1. Ads are placed in these newspapers:

The Hartford Courant
The Connecticut Post
The New London Day

2. Sometimes we publish ads at these papers also:

North East Minority-Publish 1st and 3rd Week of the Month

Contact: Serena Cobbs or Gloria Draper
P. O. Box 4159
Hartford, CT. 06147-4159
860-249-6065

Hartford Enquirer- Publish Wednesdays

Contact: William Hales
3281 Main Street
Hartford, CT 06143
860-522-1462

3. Bidding and Contracts sends copies of all ads to the following:

F.W. **Dodge Reports-Publish Daily, Weekly, and On -Line Computer**

Contact: Bill Fleming
1344 Silas Deane Highway
Rocky Hill, CT 06067
860-529-7250 FAX: 860-529-7480

Brown's Letters-Publish Daily

Contact: Gerri Mills, Director -Customer Service
53 Interstate Lane
Waterbury, CT 06705
1-800-875-9731 FAX: 1-800-466-9419

Projects On-Line

Contact: Jerry Simmons
10 Main Street South
Suite 2A
Southbury, CT 06488
203-262-1700

Crest Graphics (for Projects on-line)
220 Farmington Ave.
Farmington, CT 06032
860-677-8817 FAX: 860-677-6504

Color Crafts Graphics

Contact:
P. O. Box 2523
Hartford, CT 06146

CRBCC
780 Windsor St.
Hartford, CT 06120
860-548-1008 FAX: 860-548-1008

BUREAU NAME AND ADDRESS DEPARTMENT OF PUBLIC WORKS					
DATE REQ. REC'D BY PURCH.	PURCHASE ORDER DATE	PURCHASE ORDER NO.	VENDOR'S DELIVERY DATE	TYPE OF PURCHASE ORDER <input type="checkbox"/> Confirming <input type="checkbox"/> Original	
QUOTE NO.	QUOTE DATE	CASH DISCOUNT TERMS	F.O.B. (Delivered unless noted here)		
DELIVER TO (Address) BIDDING & CONTRACT OFFICE ROOM G-9A 165 CAPITOL AVENUE, HARTFORD, CT 06106		(Attention of) GAIL BLYTHE		Check "YES" if Emergency order placed with vendor Prior Purchasing approval necessary <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE MATERIAL REQUIRED (Exact date-NOT ASAP) 12/5/97
				REQUISITION DATE Send to Fiscal Services Office or when Emergency order placed) 11/28/97	
TO:			<input type="checkbox"/> COMPETITIVE <input type="checkbox"/> NON-COMPETITIVE SMALL BUSINESS SET ASIDE STATUS FEDERAL IDENTIFICATION NO.		
TO PREDETERMINED LIST OF NEWSPAPERS THROUGHOUT STATE OF CONNECTICUT					

ITEM NO.	DESCRIPTION (Describe in detail - Include Brand, model or catalog number, if available)	NO. OF UNITS ORDERED	UNIT (i.e., lb. gal., ea.)	UNIT PRICE	AMOUNT
	ADVERTISEMENT NO. 98-16 MUST APPEAR IN THE LEGAL NOTICE SECTION OF THE NEWSPAPER ON: FRIDAY DECEMBER 5, 1997				
ESTIMATED COST \$					TOTAL

LINE NO.	COMMITTED AMOUNT	AGENCY *	COST CENTER		OBJECT	AGENCY TAIL		EXTENSION	F.Y.
			FUND	SID		FUNC *	ACTIVITY *		
NAME AND NUMBER OF PROJECT OR RESERVATION, IF APPLICABLE NO					SUGGESTED VENDOR (Optional)			PREPARED BY	

APPROVALS		PURCHASING AUTHORITY	
ROUTING UNIT (Section Supervisor)	BUREAU HEAD / DESIGNEE <i>[Signature]</i>	ADD'L APPROVAL	
DATE	DATE <i>11/28/97</i>	DATE	

* Write out

PURCHASING UNIT

00010 INVITATION TO BID FOR PURCHASING

INVITATION TO BID

ADV. NO.: 99-18

ADV. DATE: February 5, 1999

SEALED BIDS ADDRESSED TO THE DEPARTMENT OF PUBLIC WORKS - STATE OF CONNECTICUT FOR:

ITEM NO.:	19
Project Title:	HVAC and Roofing Replacements Department of Motor Vehicles Hamden Regional Branch Office Hamden, CT
Project Number:	BI-MM-023-B
Cost Estimate Range:	\$ 248,000 - \$ 274,000
Plans & Specs Ready:	February 10, 1999
A NON-REFUNDABLE FEE OF PER SET IS REQUIRED	\$ 34.4800 (round up or down)
Set-Aside Participation	25%
Including MBE/WBE	6.25%
Bid Opening Date:	March 10, 1999
Pre-Bid Conference:	ALL PROSPECTIVE BIDDERS ARE REQUIRED ^{ENCOURAGED} TO ATTEND A MANDATORY PRE-BID CONFERENCE TO BE HELD AT 10:00 A.M. ON MONDAY, FEBRUARY 23, 1999, AT THE DMV HAMDEN BRANCH OFFICE, 1985 STATE STREET, HAMDEN, CT (2 ND FLOOR, CONFERENCE ROOM).

Will be received in ROOM No. G-7A, STATE OFFICE BUILDING, HARTFORD, CONNECTICUT UNTIL 1:00 P.M. on the date shown above and thereafter publicly opened and read aloud in ROOM No. 532, STATE OFFICE BUILDING, HARTFORD, CONN., 06106.

As security, each bid must be accompanied by a CERTIFIED CHECK made payable to "Treasurer, State of Connecticut," or the bid must be accompanied by a BID BOND, in the form required by the awarding authority and having surety thereto such Surety Company or Companies as are authorized to do business in this State and or accepted by the Commissioner of the Department of Public Works for an amount not less than 10% of the bid.

Performance and Labor and Material Bonds to be furnished by the bidder awarded the contract shall be an amount not less than 100% of the contract price. The awarding authority reserves the right to waive technical defects or to reject any and all bids.

Plans and specifications may be obtained in ROOM No. G-9A, STATE OFFICE BUILDING, 165 CAPITOL AVENUE, HARTFORD, CONNECTICUT 06106, during the hours of 8:00 A.M. to 3:30 P.M. (Monday-Friday) or by addressing such requests to the STATE OF CONNECTICUT, DEPARTMENT OF PUBLIC WORKS, PLANS AND SPECIFICATIONS SECTION, ROOM No. G-9A, 165 CAPITOL AVENUE, HARTFORD, CT 06106. CHECKS SHOULD BE MADE PAYABLE TO "TREASURER, STATE OF CONNECTICUT". **USE A SEPARATE CHECK FOR EACH PROJECT.**

EXECUTIVE ORDERS NOS. THREE AND SEVENTEEN: Bidders are advised that the contracts for this project shall be subject to Executive Order No. Three regarding nondiscrimination promulgated June 16, 1971, and to the Guidelines and Rules of the State Labor Commissioner implementing said Executive Order.

Bidders are further advised that contracts in connection with this project shall be subject to Executive Order No. Seventeen, promulgated February 15, 1973, requiring contractors and subcontractors to list employment openings with the Connecticut State Employment Service. Said three documents are hereby incorporated herein and made a part hereof as though fully set forth herein. Bidders may receive copies of these documents upon request.

ITEM NO.:

DPW Project Manager: Ron Giddix Phone No: 860/566-2171 Fax No: 860/566-1464

Contract Time Allowed: 120 Calendar Days

Liquidated Damages: \$800.00 Per Day

Prevailing Wage Rates: Notwithstanding the amount of the bid or the DPW estimated cost for this project, prevailing wages are required on this project, in accordance with the schedule provided in the bid documents, pursuant to Connecticut General Statutes Section 31-53 (a-f, h), as amended.

Bidding & Contracts Unit
Department of Public Works

END OF SECTION

Step #11

Sale of Plans & Specifications

When someone wants to buy plans and specifications for a job they must have a check made payable to the "Treasurer, State of Connecticut" in the amount of the fee being charged for that project multiplied by the number of plans and specs they are buying. However, we will accept the exact amount in cash only if absolutely necessary.

- 1.0 Check the Invitation to Bid to see what the price of the plans and specs is for the project they want.
- 2.0 The check should contain their firm name and address as well as their telephone number. Write the project number on the check. As specified on our Invitation to Bid, **they should submit a separate check for each project.**
- 3.0 Place the check in the blue binder in the plan room. (The next morning, the Secretary sends a memo and the checks up to Financial Management by 9:45 a.m. so they can have them deposited.)
- 4.0 To have plans and specifications mailed we require a written request along with a check for the fee made payable to the "Treasurer, State of Connecticut" and sent to Room G-35. Fill out a Fedex USA Airbill (located on top of gray cabinet.) Call the FedEx 1-800 # and record the pickup # they give you on the letter.
- 5.0 If a job has previously gone out to bid and is going out again to bid, the contractor may have picked up the first set and now needs the new set of plans and specifications. You must first check the Distribution Record for that project. If the contractor had previously paid for the first set(s), they get the new set(s) free of charge. (The ads on the outside boards should be marked "Re-bid" as a reminder to check the Distribution Record) **(Attachment #1).**
- 6.0 We only send out UPS from our office; therefore, for Federal Express and next day requests you must get the contractor's FedEx number.
- 7.0 Brown's Letters, Construction Market Data, Greater Hartford Minority Council, Cprojects.com and Dodge Report receive the plans and specifications free.

Note: If a contractor buys plans and specifications and later decides not to bid on the project but sold or gave them to another contractor, we are obligated to send any Addendum(s) to the **original contractor** unless the contractor specifies in writing whom we should send the Addendum(s) to.

Write the date the mail is picked up on the letter ("Mail" and "date"). Put this in the manila folder marked "Mail Request" on top of the gray cabinet in Room G-35.

– END –

Fedex to cprojects.com

FedEx USA Airbill
Express

FedEx Tracking Number **829366258107**

1 From Please print and press hard.

Date _____ Sender's FedEx Account Number **N/A**

Sender's Name **Mellane Walton** Phone **(860) 713-5795**

Company **State of Conn, D.P.W., Procurement**

Address **165 CAPITOL AVE, Room G-35** Dept./Room/Suite/Room

City **Hartford** State **CT** ZIP **06106**

2 Your Internal Billing Reference
First 24 characters will appear on invoice.

OPTIONAL

3 To
Recipient's Name **Bob McNamara** Phone **(203) 262-6248**

Company **Cprojects.com**

Address **1257 Southford Rd.**
To "HOLD" at FedEx location, print FedEx address. We cannot deliver to P.O. boxes or P.O. ZIP codes.

City **Southbury** State **CT** ZIP **06488**

Questions? Visit our Web site at fedex.com
or call 1-800-Go-FedEx® (800)463-3339.

By using this Airbill you agree to the service conditions on the back of this Airbill and in our current Service Guide, including terms that limit our liability.

Form ID: No **0200** Senders Only

4a Express Package Service

Packages up to 150 lbs.

☒ FedEx Priority Overnight Next business morning ☐ FedEx Standard Overnight Next business afternoon ☐ FedEx First Overnight Earliest next business morning delivery to select locations

☐ FedEx 2Day Second business day ☐ FedEx Express Saver Third business day ☐ Midway/FedEx Extra Hours Later drop-off with next business afternoon delivery for select locations

4b Express Freight Service

Packages over 150 lbs.

☐ FedEx 1Day Freight* Next business day ☐ FedEx 2Day Freight Second business day ☐ FedEx 3Day Freight Third business day

* Call for Confirmation

* Declared value limit \$500

5 Packaging

☐ FedEx Envelope* ☐ FedEx Pak* Includes FedEx Small Pak, FedEx Large Pak, and FedEx Sturdy Pak ☒ Other Pkg. Includes FedEx Box, FedEx Tube, and customer pkg.

6 Special Handling

Include FedEx address in Section 3.

☐ SATURDAY Delivery RESTRICTIONS Available only for FedEx Priority Overnight and FedEx 2Day to select ZIP codes ☐ SUNDAY Delivery RESTRICTIONS Available only for FedEx Priority Overnight to select ZIP codes ☐ HOLD Weekday at FedEx Location RESTRICTIONS Not available with FedEx First Overnight ☐ HOLD Saturday at FedEx Location RESTRICTIONS Available only for FedEx Priority Overnight and FedEx 2Day to select locations

Does this shipment contain dangerous goods?

☐ No ☐ Yes As per attached Shipper's Declaration ☐ Dry Ice Dry Ice, 9, UN 1845 x _____ kg ☐ Cargo Aircraft Only

7 Payment Bill to:

Enter FedEx Acct. No. or Credit Card No. below.

☐ Sender Acct. No. in Section 1 will be billed ☒ Recipient ☐ Third Party ☐ Credit Card ☐ Cash/Check

FedEx Acct. No. **2496-9315-4** Exp. Date _____

Total Packages _____ Total Weight _____ Total Declared Value* \$ _____ .00

*Your liability is limited to \$100 unless you declare a higher value. See back for details.

FedEx Use Only

8 Release Signature Sign to authorize delivery without obtaining signature.

By signing you authorize us to deliver this shipment without obtaining a signature and agree to indemnify and hold us harmless from any resulting claims.


Rev. Date 12/00 Part #155815 © 1994-2000 FedEx PRINTED IN U.S.A. GBFE 5/01

404

D.P.W.
BIDDING SECTION
May 18 8 00 AM '99

MEMORANDUM

TO: Bidding & Contracts Staff

FROM: Jan Young, Supervisor 

DATE: May 13, 1999

SUBJECT: RE-BIDS

In the future all Invitations to Bid that are to be posted by the plan room will have RE-BID highlighted on the invitation if that is the case. This should alert whoever is selling the plans to check the page to see if the contractor has bought the plans previously.

A & A Drywall and Acoustics, Inc.

66 Quirk Road
Milford, CT 06460
(203) 878-3392
Fax (203) 789-1967

May 25, 1999

State of Connecticut DPW
165 Capitol Avenue, Room G9A
Hartford, Connecticut 06106

Re: **State Office Building Renovations
Phase II**

To Whom It May Concern:

Enclosed is a check for \$25.00 to cover the cost of drawings for the above referenced project. Please ship the drawings to our office via UPS (our shipper #222-20W) or via Federal Express (our shipper #1004-6883-2).

Thank you very much.

Sincerely,

A & A Drywall and Acoustics, Inc.

Nalini J. Wilson
Nalini J. Wilson

BIODID. SECTION
MAY 23 AM '99
BT-2B-0796

get from Fedex EM
↓
pickup #
124

mail
5/28/99

Put this in the
Mail Request Manila
Folder on Plan Room Des
on right side.

Fedex Form in
2nd left-hand
side drawer of desk.

FedEx USA Airbill

FedEx Tracking Number

813415532071

1 From Please print and press hard.

Date 01-31-00 Sender's FedEx Account Number 2459-9963-1

Sender's Name Us here Phone ()

Company

Address

City State ZIP

2 Your Internal Billing Reference

First 24 characters will appear on invoice.

3 To Recipient's Name here Phone ()

Company

Address

We cannot deliver to P.O. boxes or P.O. ZIP codes.

Dept./Floor/Suite/Room

To "HOLD" at FedEx location, print FedEx address here.

1) Keep top copy put the rest in the brown sticky envelope.
 Questions? Call 1-800-Go-FedEx® (800-463-3339)
 Visit our Web site at www.fedex.com

By using this Airbill you agree to the service conditions on the back of this Airbill and in our current Service Guide, including terms that limit our liability.

2) call for p-up # (by 3:30pm)

Form I.D. No.

0200

ask customer

4a Express Package Service

☒ FedEx Priority Overnight Next business morning ☐ FedEx Standard Overnight Next business afternoon ☐ FedEx First Overnight Earliest next business morning delivery to select locations

☒ OR FedEx 2Day* Second business day ☐ FedEx Express Saver* Third business day

* FedEx Letter Rate not available. Minimum charge: One pound for delivery to select locations.

4b Express Freight Service

Packages over 150 lbs. Delivery commitment may be later in some areas.

☐ FedEx 1Day Freight* Next business day ☐ FedEx 2Day Freight Second business day ☐ FedEx 3Day Freight Third business day

* Call for Confirmation.

5 Packaging

* Declared value limit \$500

☐ FedEx Letter* ☐ FedEx Pak* ☒ Other Pkg. Includes FedEx Box, FedEx Tube and customer pkg.

6 Special Handling

☐ Saturday Delivery Available for FedEx Priority Overnight and FedEx 2Day to select ZIP codes ☐ Sunday Delivery Available for FedEx Priority Overnight to select ZIP codes ☐ HOLD Weekday at FedEx Location Not available with FedEx First Overnight ☐ HOLD Saturday at FedEx Location Available for FedEx Priority Overnight and FedEx 2Day to select locations

Does this shipment contain dangerous goods?

One box must be checked.

☒ No ☐ Yes As per attached Shipper's Declaration ☐ Yes Shipper's Declaration not required ☐ Dry Ice Dry Ice, 9, UN 1845 ☐ Cargo Aircraft Only

Dangerous Goods cannot be shipped in FedEx packaging.

7 Payment Bill to:

Enter FedEx Acct. No. or Credit Card No. below.

☐ Sender Acct. No. in Section 1 will be billed. ☒ Recipient ☐ Third Party ☐ Credit Card ☐ Cash/Check

FedEx Acct. No. 2459-9963-1 Exp. Date

Total Packages 1 Total Weight 1 Total Declared Value* \$.00

*Our liability is limited to \$100 unless you declare a higher value. See back for details.

FedEx Use Only

8 Release Signature Sign to authorize delivery without obtaining signature.

By signing you authorize us to deliver this shipment without obtaining a signature and agree to indemnify and hold us harmless from any resulting claims.

Rev. Date 11/98 • Part #154815 • ©1994-98 FedEx • PRINTED IN U.S.A. GFE R/00

360

ed

USA Airbill

FedEx
Tracking
Number

802457443785

Form
I.D. No.

0200

From (please print and press hard)

3/28/99

Sender's FedEx Account Number

Dian Dickenson
State of Conn. / Bidding + Contracts
165 Capitol Ave
Hartford
State CT ZIP 06106

Four Internal Billing Reference Information
(Optional) (First 24 characters will appear on invoice)

To (please print and press hard)

Nalini J. Wilson
+ A Drywall + Acoustics
66 Quirk Road
Miford
State CT ZIP 06460

For **Hold** at FedEx Location check here

☐ Hold Weekday (Not available with FedEx First Overnight)
☐ Hold Saturday (Available for FedEx Priority Overnight and FedEx 2Day only)

☐ Check here if residence
(Extra charge applies for FedEx Express Saver)

For **check here**

☐ (Extra Charge, Not available to all locations)
(Available for FedEx Priority Overnight and FedEx 2Day only)

Conditions, Declared Value, and Limit of Liability - By using this Airbill, you agree to the service conditions in our current Service Guide or U.S. International Service Guide. Both are available on request. SEE BACK OF THIS AIRBILL FOR INFORMATION AND ADDITIONAL TERMS. We are not responsible for any claim in excess of \$100 per package whether due to loss, damage, or delay, non-delivery, misdelivery, or misinformation. To declare a higher value, pay an additional charge, and document your

actual loss in a timely manner. Your right to recover from us for any loss includes intrinsic value of the package, loss of sales, interest, profit, attorney's fees, costs, and other forms of damage, whether direct, incidental, consequential, or special, and is limited to the greater of \$100 or the declared value but cannot exceed actual documented loss. The maximum declared value for any FedEx Letter and FedEx Pak is \$500. Federal Express may, upon your request, and with some limitations, refund all transportation charges paid. See the FedEx Service Guide for further details.

4a Express Package Service Packages under 150 lbs.

☐ FedEx Priority Overnight (Next business morning)
☒ FedEx Standard Overnight (Next business afternoon)
☐ FedEx First Overnight (Earliest next business morning delivery to select locations)
☐ FedEx 2Day (Second business day)
☐ FedEx Express Saver (Third business day)
FedEx Letter Rate not available. Minimum charge: One pound rate.

Delivery commitment may be later in some areas

4b Express Freight Service Packages over 150 lbs.

☐ FedEx Overnight Freight (Next business day)
☐ FedEx 2Day Freight (Second business day)
☐ FedEx Express Saver Freight (Up to 3 business days)
(Call for delivery schedule. See back for detailed descriptions of freight services.)

Delivery commitment may be later in some areas

5 Packaging

☐ FedEx Letter
☐ FedEx Pak
☐ FedEx Box
☐ FedEx Tube
☐ Other Pkg.
Declared value limit \$500.

6 Special Handling

Does this shipment contain dangerous goods? ☐ No ☐ Yes (One box must be checked)
☐ Dry Ice (Dry Ice, 9, UN 1845) x kg
☐ CA Cargo Aircraft Only
*Dangerous Goods cannot be shipped in FedEx packaging.

7 Payment

Bill to: ☐ Sender (Account no. in section 1 will be billed) ☒ Recipient (Enter FedEx account no. or Credit Card no. below) ☐ Third Party ☐ Credit Card ☐ Cash/Check

FedEx Account No. 1004-6883-2
Credit Card No. Exp. Date

Total Packages Total Weight Total Declared Value \$ 00 \$
Total Charges

*When declaring a value higher than \$100 per shipment, you pay an additional charge. See SERVICE CONDITIONS, DECLARED VALUE, AND LIMIT OF LIABILITY section for further information.

8 Release Signature

Your signature authorizes Federal Express to deliver this shipment without obtaining a signature and agrees to indemnify and hold harmless Federal Express from any resulting claims.

288

Rev. Date 9/97
Part #151559
3/1994 97 FedEx
PRINTED IN U.S.A.

Questions?
Call 1-800-Go-FedEx (800)463-3339

The World On Time

Call & get a pickup #.

Page 1 of 2

PROJECT NUMBER	
ITEM #	
ADVERTISEMENT #	
PROJECT TITLE	
DRAWINGS AND SPECS READY (DATE)	
BID OPENING DATE	
NON-REFUNDABLE FEE REQUIRED (AMOUNT)	

[illegible]

Step #12

File Project Folder

- 1.0 After the plans and specs are ready to be sold, we put the project folder in the 2nd drawer in the gray lateral cabinet situated on the wall before the Plan Room area in Room G-35 until we get a Recommend letter from the team.
- 2.0 When we get the Recommend letter from the team, place the project folder in the 3rd or 4th drawer in the same cabinet, by project number.
- 3.0 After the contract is signed, then place the folder into the gray filing systems cubicles in the Plan Room area in Room G-35 until the final payment is actually made.
- 4.0 When we get a Certificate of Completion pull the file folder and put it in a box in Room G-32 to be stored in Archives. Mark the project number on the outside of the box.

– END –

Step #13

Addendum(a)

- 1.0 Bidding & Contracts receives an Addendum with a cover memo from the Project Manager. The cover memo (**Attachment #1**) should provide the following information:

- total number of pages for the Addendum
- total number of drawings, if any
- Bid Release Sheet - Form 55 (P.M. should indicate if revised or not revised). If there is a change, the Project Manager should attach a corrected Bid Release Form.

Note: If the Addendum is dated fewer than five (5) days before the bid opening we are to refuse to accept them (per e-mail instruction from Bruce Bockstael to David Busanet on 10-4-00 – copy attached).

- 2.0 PSO will check Addendum for accuracy, i.e., proper title, project number, correct bid opening date, Addendum # and date of Addendum (**Attachment #2**).

The bottom of each page should include a footer with the following: Addendum # ____ (on left-hand side), Page ____ of ____ (centered) and, Project No.: ____ (on right-hand side).

After "End of Addendum Number ____," add several returns and type in: **"Note: For answers to questions or comments call (Project Manager's name), Project Manager at 860-713-####."**

Note: If the bid opening date is being changed, the Project Manager should make it Item #1 on the Addendum.

- 3.0 Bidding and Contracts Supervisor must sign the Addendum after the list of items that are contained in the Addendum (must have a line for Supervisor's signature with his/her title typed underneath the line).
- 4.0 PSO will need to make as many copies of the Addendum (**Attachment #2**) and/or drawings as were made for the plans and specifications (the # should be indicated on the front of the project folder). Copies of the Addendum are to be made on pink paper only.
- 5.0 While the copies of the Addendum are being made, the PSO will change the project's Distribution Record in the DPW database. Type in "**ADDENDUM # ____**" (1, 2, 3, etc.) on the next line after the last name on the Distribution Record (**Attachment #3**). If the Bid Opening date changes, change it on the Distribution Record before copies are made.

- 6.0 PSO will make a copy of the Distribution Record. In the left margin of the copy, check off in red how many copies you are mailing (✓✓ for 2 copies) as you stuff the envelopes to make sure everyone gets the proper amount of copies of the Addendum. Send them the same number of the Addendum as they got of the plans and specifications.
- 7.0 PSO prints the labels (**Attachment #4**) for the Addendum envelopes and writes on the labels how many sets each should receive according to the Distribution Record.
- 8.0 For rush jobs, put the envelopes in the mail bin in foyer of G-36 for a 12 noon pickup. If too late for the noon pickup, hand carry the envelopes to the DAS mailroom for a 3:30 p.m. deadline to go out on the same day.
- 9.0 The PSO will put some copies of the Addendum in the Plan Room so that if any plans and specifications are sold the Addendum will be included.
- 10.0 When finished, staple the following in this order: 1) the memo; 2) a copy of the Distribution Record, and 3) the original Addendum on top of one pink set of the Addendum. In the lower right-hand corner of the top page of the memo the PSO will write the date the Addendum was mailed and the number of copies mailed, and put it in the project folder.
- 11.0 Under the project folder stamp after "Pre-Bid", PSO writes in the Addendum #____ and date of the Addendum. Do this for every Addendum.
- 12.0 Put one copy of the pink Addendum **behind the pinned spec** in the filing systems cabinet in the Plan Room area.
- 13.0 Write the Addendum number on the Invitation to Bid posted on the boards in Rooms G-35 and G-36.
- 14.0 The remaining copies of the pink Addendum that were not distributed are to be placed in the project's spec packages located in the Plan Room. PSO should stamp Addendum # ____ on the specs' cover sheet.
- 15.0 If the Addendum changes a bid opening date, PSO will do the following:
- Change date on the original Distribution Record (as stated in 5.0 above).
 - On the project folder under the 1st stamp, put an * and the new date.
 - Send a copy of the Addendum to Pat Nolan and to Steve Kitowicz.
 - Call Bill from Dodge Report at 529-7309 (Fax: 529-7480), even though he will be mailed a copy.
 - Finally, change the bid opening date on the status report, which should update the 60 days expired to the new extension date.
 - Check to see if we need more plans and specs. If so, order some.
- 16.0 If the Addendum cancels a bid, a copy of the Addendum is sent to Ken Foertsch in Accounts Payable.

Note: If a contractor buys plans and specifications and later decides not to bid on the project, but sold or gave them to another contractor, we are only obligated to send the Addendum to the original contractor unless we have in writing by the original contractor whom to send the Addendum to.

- END -

D.P.W.
BIDDING SECTION

MAR 9 11 35 AM '99

Memorandum

To: Jan Young, Purchasing Services Officer 2

From: Dennis G. Tovey, P.M. *DGT*

Date: March 8, 1999

Re: **Addendum # 1**
Athletic Fieldhouse Renovations
Windham RVTS
BI-RT-801

Request to expedite the attached Addendum # 1.

1. The total number of pages in this addendum is 8.
2. The total number of drawings in this addendum is 0.
3. Bid Release form does not change.
4. Reason for this addendum: To clarify the drawings and specifications. This Addendum should not affect the project cost.

Please do not hesitate to contact me at extension 1386 if you have any questions or require further information.

cc: K. Quimby w/o att.
file

tovey/projfile/rt-801/addendamentotoJy

Dolores Schroeder

From: peter babey [peter.babey@po.state.ct.us]
Sent: Tuesday, January 08, 2002 3:24 PM
To: 'david.busanet@po.state.ct.us'; 'Bill Jerin'; 'Carl Grodotzke'; 'David Wlodkowski'; 'Dennis Tovey'; 'Fred Connolly'; 'Harvey White'; 'Joel Baranoswki'; 'John Schaefer'; 'Ken Fitzgerald'; 'Ken Quimby'; 'Lee Rowley'; 'Natalina Raimondi'; 'Rich Colbert'; 'Richard Renstrom'; 'Robert Zysk'; 'Ron Giddix'; 'Terry Supple'; 'Timothy Desroches'; 'Ward Ponticelli'
Cc: 'Matt Buczacki'; 'Dolores Schroeder'; 'Gail Blythe'; 'Mellanee Walton'
Subject: RE: Addenda

David:

The Project Manager is also not responsible for answering questions about the project documents or addenda that is the responsibility of the consultant.

During the Pre-Bid Conference with the potential bidders we notify them that all questions must conform to the following:

1. Questions must be in writing (Mail or Fax is acceptable);
2. Phone or Email questions are not acceptable;
3. That the questions be addressed to the consulting Architect and /or Engineer whose name and fax number is in located in 1.2, E.1, of Section 01010 Summary of Work, Division 1;
4. That the Project Manager and Construction Manager are copied (names and fax numbers are also in Section 01010 Summary of Work) on all questions to the consulting Architect and/or Engineer. This is required only so that Project Manager and Construction Manager can keep track of the number and type of questions being asked and how they may affect the bid (cost, time, etc.).

Therefore, the Addenda should clearly state that all questions must be in writing (not phone or email) and must be forwarded to the consulting Architect (Name and Fax Number) with copies sent to the DPW Project Manager and Construction Manager (Names and Fax Numbers).

-----Original Message-----

From: David Busanet [SMTP:david.busanet@po.state.ct.us]
Sent: Tuesday, January 08, 2002 12:14 PM
To: 'Bill Jerin'; 'Carl Grodotzke'; 'David Wlodkowski'; 'Dennis Tovey'; 'Don Ouillette'; 'Fred Connolly'; 'Harvey White'; 'Joel Baranoswki'; 'John Schaefer'; 'Ken Fitzgerald'; 'Ken Quimby'; 'Lee Rowley'; 'Natalina Raimondi'; 'Peter Babey'; 'Rich Colbert'; 'Richard Renstrom'; 'Robert Zysk'; 'Ron Giddix'; 'Terry Supple'; 'Timothy Desroches'; 'Ward Ponticelli'
Cc: 'Matt Buczacki'; 'Dolores Schroeder'; 'Gail Blythe'; 'Mellanee Walton'
Subject: Addenda

Please ensure that the Project Manager's name, telephone and fax numbers are included on the Addenda. This is require for inquiries, and we do receive them.

INTERIOR AND EXTERIOR
RENOVATIONS FOR THE FIELD HOUSE
WINDHAM RTVS
WINDHAM, CONNECTICUT
PROJECT: BI-RT-801

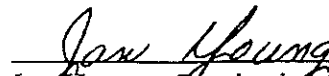
BID OPENING 1:00 PM MARCH 17, 1999

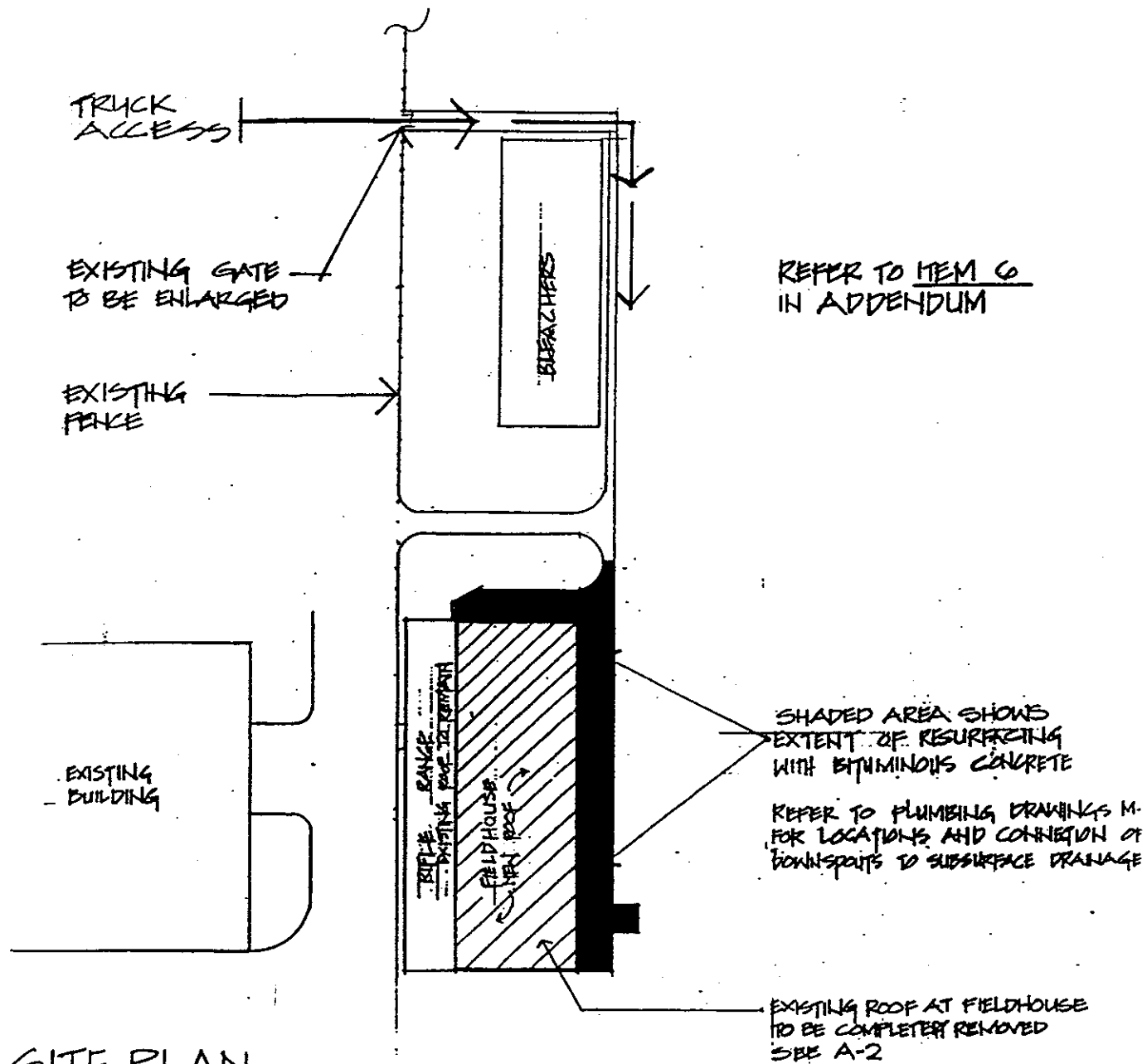
ADDENDUM #1 ADDENDUM DATE: MARCH 5, 1999

The following clarifications are applicable to Drawings and Specifications for the project referenced above.

- ITEM 1. Bid Opening Date has been changed from March 17, 1999 to March 24, 1999.
- ITEM 2. All Toilet Partitions are to be as specified in Section 10155. Disregard reference on drawing A-3, partial plan #3, Rms. 1&2. To metal.
- ITEM 3. Eliminate Section 09900, page 18, Item "K" of the Specifications.
- ITEM 4. Glazed concrete block, Section 04220; It should be the contractors option to reuse existing units or use new units if they can be color matched. Sample of proposed new units to be approved prior to demolition.
- ITEM5. Provide enlarged gate next to bleachers suitable for large trucks to enter, of same material and configuration as existing gate. See **attached Site Plan. (Page 2 of 8)**
- ITEM6. Reinstall lawn disturbed by truck traffic to preconstruction condition as per specification Section 02920.
- ITEM7. Specification Section 02082, Paragraph 4.0; 6 page Project Narrative of Asbestos Inspection Report **(Pages 3-8) is attached to this Addendum.**

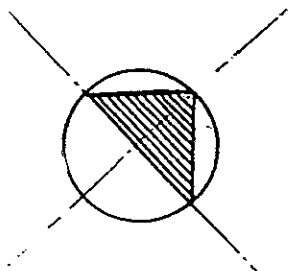
END OF ADDENDUM


Jan Young - Purchasing Services Officer 2.
Department of Public Works



SITE PLAN

SCALE : 1" = 40'-0"



ASBESTOS INSPECTION REPORT

I. PROJECT NARRATIVE

This addendum shall be added to the original report dated April 3, 1998.

Overview

On April 30, 1998, a state-licensed inspector from EnviroMed Services, Inc. (EnviroMed) performed an inspection at Windham Regional Vocational Technical School, located at 210 Birch Street, Willimantic, Connecticut. The purpose of this inspection was to identify the presence of asbestos in suspect roofing materials on the pitched roof of the Fieldhouse over the Locker Room Area and suspect flooring materials in the Coaches Office of the Fieldhouse, so that any asbestos-containing material could be removed prior to renovation.

Samples were collected according to 40 CFR Part 763.86 and 29 CFR Part 1926.1101, and analyzed using Polarized Light Microscopy (PLM).

A total of thirty (30) bulk samples were collected. The materials sampled include: 9"x9" white vinyl floor tile, flooring mastic, tan asphalt roofing shingle, black felt under asphalt shingle, and black patching cement.

Refer to Section II, Bulk Sample Location Diagrams, for sample locations and identification.

Summary of Results

EnviroMed Services, Inc. accredited asbestos laboratory (NVLAP #1514) analyzed the bulk samples. Section III presents the complete list of analytical results for samples collected. The following presents the locations and estimated quantities of materials found to contain asbestos greater than 1.0 percent...

Fieldhouse

Coaches Office

There is approximately 1,120 square feet of 9"x9" white vinyl floor tile and flooring mastic located in this room. The 9" white floor tile was found to contain no asbestos. The flooring mastic was found to contain 10-15 percent asbestos.

Pitched Roof over Locker Room Area

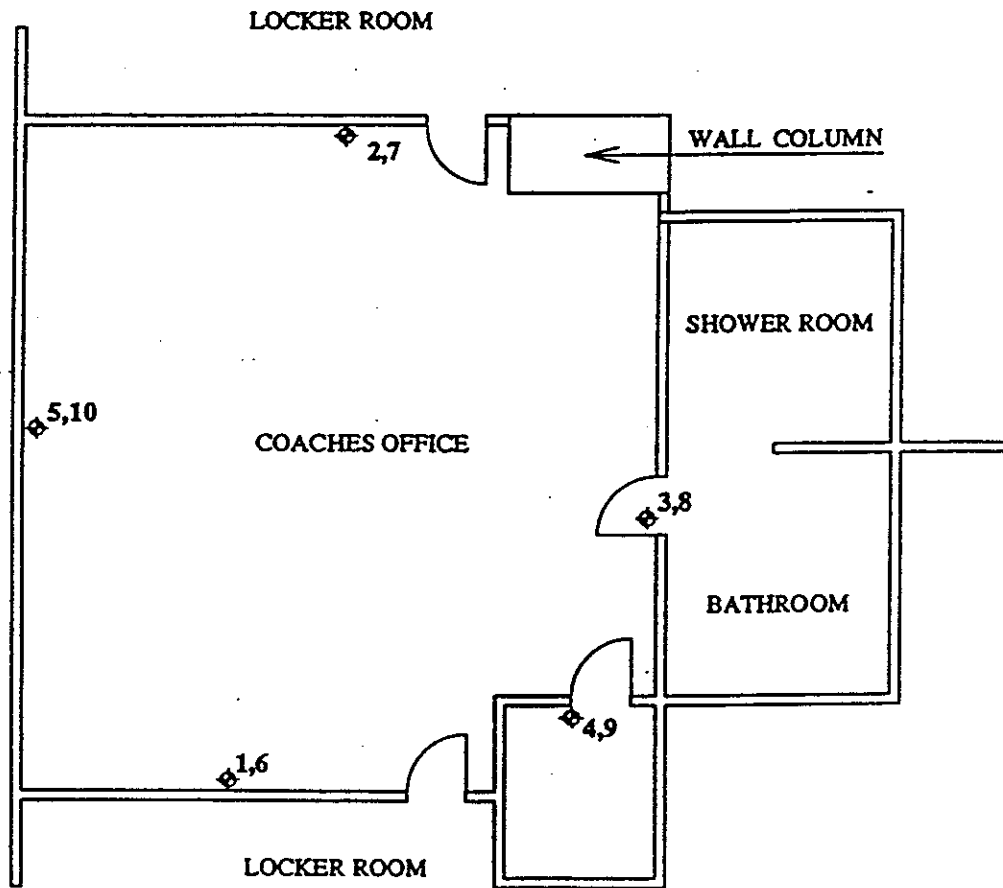
There is approximately 2 square feet of black patching cement located in two patch areas along the interface of the pitched roof with the built-up roof (not included in this report). This material was found to contain 2-22 percent asbestos.

The tan asphalt roof shingle and the underlying two layers of black felt were found to contain no asbestos.

See Section IV for a copy of the laboratory analysis sheets for the samples collected.

Legend :

◆ = Sample Number & Location



REVISIONS			Drawing Title:	
DATE	MARK	DESCRIPTION	Asbestos Bulk Sample Location Diagram	
			Prepared by:	Date: 4/30/98
			Enviromed Services, Inc.	Scale: N.T.S.
			25 Science Park, New Haven, CT 06511	Drawn By: DER
			Project: Windham RVTS - Field House	Approved By:
			Floor Plan	V.T.
			Willimantic, Connecticut	Drawing No.
			Prepared for: State of Connecticut	1 of 2
			Department of Public Works	
			Hartford, Connecticut	
			EMS # 1H-96-237 DPW # 64032 Client Job # 81-28-75XRT-96-71	

Addendum #1

5 of 8

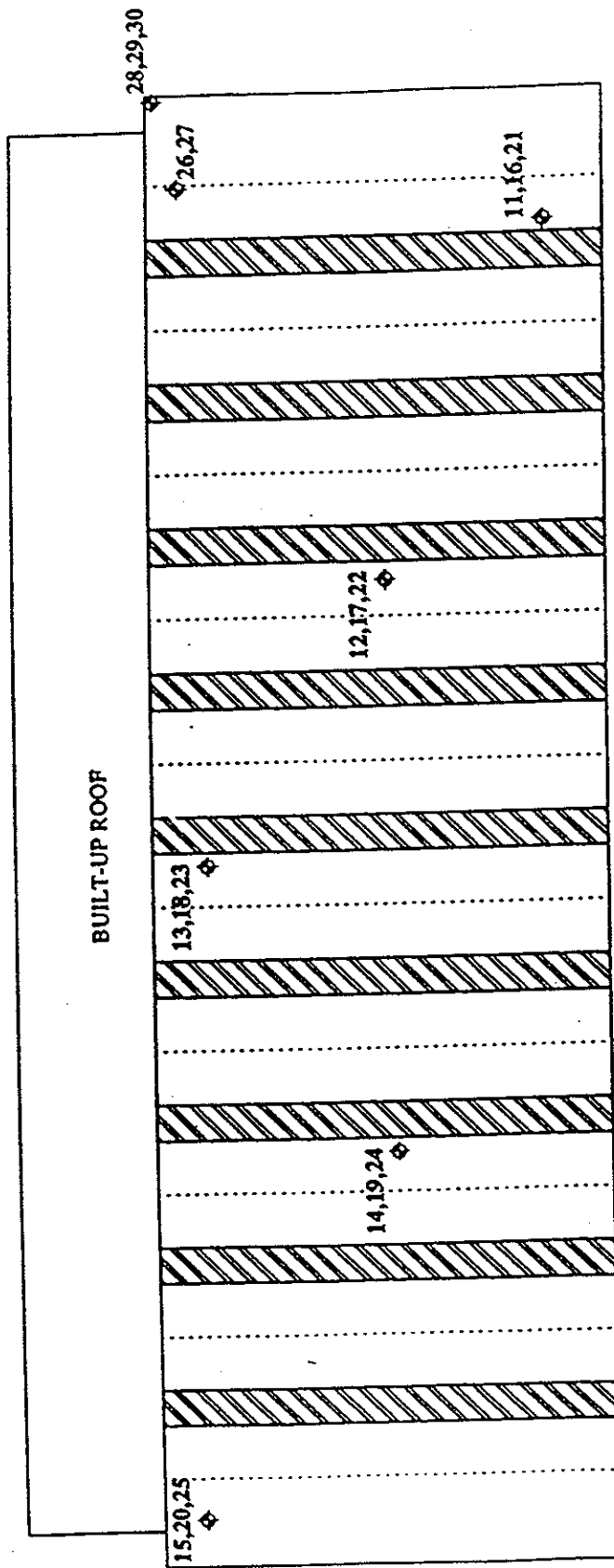
BI-RT-801

Legend:

◆ = Sample Number & Location

▨ = Metal Flashing in Valley

..... = Roof Peak



Drawing Title: Asbestos Bulk Sample Location Diagram	
REVISIONS	
DATE	DESCRIPTION
Drawing No. 2 of 2 Date: 4/20/98 Scale: N.T.S. Drawn By: DER. Approved By: J.P. Prepared by: EnviroMed Services, Inc. 25 Science Park, New Haven, CT 06511 Project: Windham RVTS - Field House Roof Plan Willimantic, Connecticut Prepared for: State of Connecticut Department of Public Works Hartford, Connecticut EMS # 1H-98-137 DPWS (M03) Check Job # BI-28-733(RT-98-7)	

III. SAMPLE LOG AND RESULTS TABLE

Sample Number	Location	Material Sampled	Percent Asbestos
1	fieldhouse - coaches office	9"x9" white vinyl floor tile	NAD
2	fieldhouse - coaches office	9"x9" white vinyl floor tile	NAD
3	fieldhouse - coaches office	9"x9" white vinyl floor tile	NAD
4	fieldhouse - coaches office	9"x9" white vinyl floor tile	NAD
5	fieldhouse - coaches office	9"x9" white vinyl floor tile	NAD
6	fieldhouse - coaches office	flooring mastic under 9" white vinyl floor tile	15
7	fieldhouse - coaches office	flooring mastic under 9" white vinyl floor tile	10
8	fieldhouse - coaches office	flooring mastic under 9" white vinyl floor tile	15
9	fieldhouse - coaches office	flooring mastic under 9" white vinyl floor tile	12
10	fieldhouse - coaches office	flooring mastic under 9" white vinyl floor tile	12
11	fieldhouse - pitched roof over locker room area	tan asphalt shingle (top layer)	NAD
12	fieldhouse - pitched roof over locker room area	tan asphalt shingle (top layer)	NAD
13	fieldhouse - pitched roof over locker room area	tan asphalt shingle (top layer)	NAD
14	fieldhouse - pitched roof over locker room area	tan asphalt shingle (top layer)	NAD
15	fieldhouse - pitched roof over locker room area	tan asphalt shingle (top layer)	NAD
16	fieldhouse - pitched roof over locker room area	black felt (second layer)	<1
17	fieldhouse - pitched roof over locker room area	black felt (second layer)	<1
18	fieldhouse - pitched roof over locker room area	black felt (second layer)	<1
19	fieldhouse - pitched roof over locker room area	black felt (second layer)	<1
20	fieldhouse - pitched roof over locker room area	black felt (second layer)	<1
21	fieldhouse - pitched roof over locker room area	black felt (bottom layer)	NAD
22	fieldhouse - pitched roof over locker room area	black felt (bottom layer)	NAD
23	fieldhouse - pitched roof over locker room area	black felt (bottom layer)	NAD

NAD - No Asbestos Detected

EnviroMed Services, Inc.
Project # IH-98-237ADD/JF

Windham R.V.T.S., Fieldhouse, Willimantic, CT
Addendum to Asbestos Inspection Report

7 of 8

Addendum # 1

BI-RT-801

Sample Number	Location	Material Sampled	Percent Asbestos
24	fieldhouse - pitched roof over locker room area	black felt (bottom layer)	<1
25	fieldhouse - pitched roof over locker room area	black felt (bottom layer)	NAD
26	fieldhouse - pitched roof over locker room area	black patching cement	22
27	fieldhouse - pitched roof over locker room area	black patching cement	2
28	fieldhouse - pitched roof over locker room area	black patching cement	15
29	fieldhouse - pitched roof over locker room area	black patching cement	5
30	fieldhouse - pitched roof over locker room area	black patching cement	10

NAD = No Asbestos Detected

PROJECT NO. BI-RT-693-E
 ITEM # 46 ADV. 98-37
 ALTERATIONS/IMPROVEMENTS FOR DISABLED
 PERSONS ACCESS AND FIRE SAFETY CODE IMPROVEMENTS
 J.M. WRIGHT RVTS, STAMFORD, CT
 DRAWINGS & SPECS READY - APRIL 22, 1998
 BID OPENING - MAY 20, 1998 JUNE 17, 1998
 DEPOSIT REQUIRED - \$ 54.00

Attachment #3 PAGE 1

DISTRIBUTION RECORD

← change before copies are made if bid opening date changes

DATE	SER.#	NAME AND ADDRESS
	# SETS	<u>DMJ</u> CONSTRUCTION Section - ROOM 460
5/5	2 SETS	ALEXANDER A. RICHMOND, DEPT OF EDUCATION, 25 INDUSTRIAL PARK ROAD AGENCY: MIDDLETOWN, CT 06457
	3 SETS	JOSEPH SIMEONE ARCHITECTS LLC, 85 WILLOW STREET ARCH/ENGR: NEW HAVEN, CT 06511
5/3	2 SETS	F.W. Dodge 1344 SILAS DEANE HIGHWAY, ROCKY HILL, CT 06067
	2 SETS	BROWN'S LETTER, 53 Interstate Lane, Waterbury, CT 06705
	1 SET	COLOR CRAFT GRAPHICS C/O RON DUNSON 3470 MAIN STREET, HARTFORD, CT 06120
5/4	13 SET	ROBERT DEXTER - ROOM 437
5/5	22596	N+S Electric, Inc., 120 Allen St, Stratford, CT 06497
5/5	16638	Paquette Electric Co., Inc., 189 Pomfret St, P.O. Box 159, Pomfret Center, CT 06259
5/5	2123	D.A.S. Contracting Corp., 2900 Westchester Ave, Purchase, NY 10597
5/5	6495	ASMUS Electric Inc., 297 Front Ave, West Haven, CT 06516
5/5	1014	MAY Industries, LTD., 174 Clay Hill Rd, Stamford, CT 06905
5/7	(2 sets) 3992	Gennarini Construction Co., Inc., 25 Maple St, Bridgeport, CT 06608
5/7	5207	Consolidated Contractors, Inc., 57 Plains Rd, Milford, CT 06460
5/7	359	A & B Electric, Inc., 31 Miles St, Bridgeport, CT 06607

* ~~have to be added~~
 to all original specs
 in Plan Room

* Addendum #1 (In Red)

Gail sends copies to all of above who are bought.

SERIAL #

NAME AND ADDRESS

DATE	SERIAL #	NAME AND ADDRESS
5.13	1921	Merritt Contractors, Inc., 350 Bostwick Ave., (203) 367-6220, Bridgeport, Ct 06601
5.15	626	L. Holzer Electric Co. 596 John St Bridgeport, Ct 06604 (203) 335-4204
5.20	884	N. Picco & Sons Contracting Co., Inc., 154 E. Boston Post Road, Mamaroneck, New York 10543 Addendum # 2 (In red)
6.5	6656	The Hayer Construction Company, 1285 East Street, New Britain Ct 06053 (860) 229-6335 Addendum # 3 (In red)
6.24	1554	GFI Electric Incorporated, 6 Longview Dr, Brookfield, Ct 06804 (803) 775-9293

(2nd sheet
always yellow)

PROJECT NO. BI-B-331
ITEM # 22 ADV. 99-21

Attachment #4

PAGE 1

Replacement of BOILER NO. 3, Southbury Training School
(DPW Building No. 56490) Southbury, CT

DISTRIBUTION RECORD

DRAWINGS & SPECS READY - 2-24-99
BID OPENING - 3-17-99
DEPOSIT REQUIRED - \$ 28.00

DATE	SER.#	NAME AND ADDRESS
	4	CONSTRUCTION Section - A. Maurice, Rm 560
2/24	21	Attn: John Narowski, Dir. of Facilities Management AGENCY: D.M.R. Southbury Training School, P.O. Box 872 Southbury, CT 06488-0901
2/24	3	ARCH/ENGR: Ken Zyga, P.E., Clough Harbour & Associates LLP, 2139 Silas Deane Highway, Ste. 212, Rocky Hill, CT 06067
2/24	2	F.W. Dodge 1344 SILAS DEANE HIGHWAY, ROCKY HILL, CT 06067
2/24	21	BROWN'S LETTER, 53 Interstate Lane, Waterbury, CT 06705
2/25	3	Project Manager: Richard Colbert, Room 470
2/24	1	Color Crafts Graphics, P.O. Box 2523, Hartford, CT 06146
2/24	1	Crest Graphics, c/o Projects On Line, 220 Farmington Ave., Farmington, CT 06032
	3	General Contractor
2/24	7351	FROM STATE OF CONNECTICUT DEPARTMENT OF PUBLIC WORKS ROOM G-9A - BIDDING SECTION STATE OFFICE BUILDING 165 CAPITOL AVENUE HARTFORD CT 06106
2/26	5180	TO F. W. Dodge 1344 Silas Deane Highway Rocky Hill, CT 06067
2/26	15996	PARCEL POST - CONTENTS MERCHANDISE - RETURN REQUESTED
2/26	389	Maglor Electric, Inc., 418 Helling Street Kensington, CT 06037 (860) 828-9312
2/26	8209	Mega Mechanical Systems Corp. 327 Captain Lewis Dr. Southington, CT 06489 (860) 621-7221
2/26	403	Dugas Enterprises, Inc., 33 Spring St. Newington, CT 06111-1110 (860) 231-7102
2/26	5310	Reyspan Energy Management, 30 Jericho Executive Plaza Cheshire, CT 06034 (860) 434-3369

SERIAL #

NAME AND ADDRESS

1/25	7548	Vaquette Electric Co., 189 Pomfret St., P.O. Box 159 Pomfret Ctr. (T 06259 (860-963-7078)
1/26	2548	Carlin Const. Co., P.O. Box 514, Waterford (T 06388 860-444-2867)
1/26	5269	Engineered Const. International, Inc., 57 E. Main St Plainfield, CT 06374 (860-230-0859)
1/27	7205	Michael James Contracting, Inc., P.O. Box 150, Stratford, Ct (203) 380-1000 06497-1300
1/27	8598	H.F.P. Sprinkler & Hazardville, Inc., 15 Barber Pond Rd Bloomfield, (T 06002 (413)-568-4709.
1/27	2548	Entfield Builders, Inc., P.O. Box 1201, Entfield, Ct 06083 860-627-6870
1/27	1045	Clearheart Const. Company, Inc., P.O. Box 434 Granby, Ct 06035 (860) 653-5002
1/28	19916	R.N. La Rosa Corp., 309 S. Broad St., Meriden, Ct 070450, (860) 235-1770
1/28	2563	PDS Engineering & Const. Inc., 107 Old Windsor Road Bloomfield, Ct. 06002 (860) 242-8586
1/28	32504	Keerin & Navarro Builders, Inc., P.O. Box 355 1036 N. Main St., Dayville, Ct 06241 (860) 774-3264
1/29	1915	Dezo Construction 161 Boston Turnpike Pomfret Center, Ct 06259 (860) 974-1132
1/29	19130	Bonner Electric, Inc., 1865 Norwich New London Turnpike P.O. Box 366, Uncasville, Ct 06382 (860) 848-8539
1/29	4630	Carlisle Bldg Systems, Inc., 172.2 Upper Maple St. P.O. Box 399, Dayville, Ct. 06241
1/29	10978	Sarazin General Contractors, Inc., P.O. Box 170, 65 Rt 6 Columbia, Ct 06237 (860) 228-4576

Address #1

add this when you do address

ENVELOPE FOR ADDENDUM



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS
165 CAPITOL AVENUE, ROOM G-9A
HARTFORD, CT 06106

FOR RUSH JOBS.

1. PUT IN MAIL BIN IN
FOYER OF G-9A, before 12 noon,
OR hand carry to mailroom for
3:30 pm deadline to go out
on the current day.

BI-B-331
John Narowski, Director
Southbury Training School
P.O. Box 872
Southbury, CT 06400

②



Send
Name # of 120.
re: the
of sets of
Plan/Spec
they
brought.

Step #14

Bid Opening

- 1.0 The day of the bid opening, a Bid Tabulation Sheet is needed for each project being opened. Go into the (G) file in the PC and click on the Contract Documents folder. Click on the Bid Tab Sheet, make a copy and put it into your project folder. Fill in the project description and project number of the upper left-hand side and fill in the bid opening date, project number and page number on the right-hand side, then print the Bid Tab Sheet. Circle whether Formal, Informal or Set-Aside and cross off the other ones. Check to see if there are any supplemental bids. If so, fill in supplemental bid number (example: 1, 2, 3, etc.) and cross off the others. If there are any Addenda put them on the top between State of Connecticut and Bid Opening Date. Write the estimated amount of the bid on the Bid Tab Sheet in pencil under "Agency."
- 2.0 As the envelopes are received, check to make sure that the bidder's name and the project number are on the envelope. Send the bidders to the room where the bids will be opened to await the bid opening. The envelopes are stamped in unopened, and the name of the company and town is recorded on the Bid Tabulation Sheet. No bids will be accepted after 1:00 p.m.
- 3.0 At 1:01 p.m., two PSOs go to the bid opening room to proceed to open the bid envelopes. One PSO opens the envelopes and reads the bids and the other PSO records the information on the Bid Tab Sheet.

The PSO reads aloud the following items off of the Bid Proposal Forms:

- Page 1: Name of firm, town (state, if outside CT)
- Page 7: (Section 7.3) Total Contract Sum
- Page 9: (Sch. 7.5) Supplemental Bid # _____ and \$ _____.
- The writer indicates the apparent 3 low bidders. The reader goes back to those 3 bid packages and reads the following from Page 8 of the Bid Proposal:
Named Subs: + Elec., etc. + Name + \$ amount

Both PSOs sign the Bid Tab.

- 4.0 Follow instructions for the Bid Tab, Step #18.

- END -

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS
165 CAPITOL AVENUE
HARTFORD, CT 06106

PAGE NO:

BIDDER

[illegible]

Total \$

FOR PROJECTS ESTIMATED TO COST MORE THAN \$250,000.00

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS
BID PROPOSAL FORM

DATE: _____

PROPOSAL OF

BIDDER'S NAME

BIDDER'S ADDRESS

*When
At Bid
Opening*
↓

*READ
NAME* ✓

TOWN ✓
STATE

To the Commissioner, Department of Public Works
State Office Building
Hartford, Connecticut

Dear Sir:

- 1.0 In accordance with Chapter 60 Part II of the Connecticut General Statutes, as amended, and pursuant to, and in compliance with your Invitation to Bid, the Notice to Bidders, the Contract, including the conditions thereto, the Bid Security, I (we) propose to furnish the labor and/or materials, installed as required for the project named and numbered on this Bid Proposal Form, submitted herein, furnishing all necessary equipment, machinery, tools, labor and other means of construction, and all materials specified in the manner and at the time prescribed strictly in accordance with the provisions of the Contract including, but not limited to, the specifications and/or drawings together with all addenda issued by our authority and received prior to the scheduled closing time for the receipt of the bids, and in conformity with requirements of the Awarding Authority and any laws or Departmental regulations of the State of Connecticut or of the United States which may affect the same, for and in consideration of the price(s) stated on the said Bid Proposal Form, hereof.
- 2.0 The Lump Sum Base Bid by me (us) on the Bid Proposal Form includes all work indicated on the drawings and/or described in the specifications, except:
- 2.1 Work covered by Supplemental Bids as may be listed on the Bid Proposal Form and General Requirements.
 - 2.2 Contingent Work covered by the Unit Prices included within the General Requirements.
 - 2.3 Contingent Work covered by Special Unit Prices as may be listed on the Bid Proposal Form and/or General Requirements.

- 3.0 I (we) acknowledge and agree to the following:
- 3.1 To use and accept the Unit Prices in Section 00025 "Special Unit Prices" Division 0, as provided by the Contractor in evaluating either additions to or deductions from the Work.
 - 3.2 To use and accept the Unit Prices in Section 01019 "Contract Considerations" Division 1 as provided by the Owner in evaluating either additions to or deductions from the Work.
 - 3.3 To use and accept the Allowances in Section 01019 "Contract Considerations" Division 1, as part of the Total Contract Sum as listed in Section 7.3 of this Bid Proposal form.
 - 3.4 To use and accept the Supplemental Bids in Section 01030, Division 1, as provided by the Contractor, when authorized by the Owner as scheduled in Section 7.5 of this Bid proposal form.
- 4.0 This Bid Proposal Form is submitted to and in compliance with the foregoing and following conditions and/or information:
- 4.1 AWARD
 - 4.1.1 All proposals shall be subject to provisions of Article 1 of the Notice to Bidders and for purpose of award, consideration shall be given only to Bid Proposals submitted by qualified and responsible bidders.
 - 4.1.2 The award shall be made on the lowest Lump Sum Bid as stated in Section 7.3 of this Bid Proposal Form, or the lowest Lump Sum Bid as stated in Section 7.3 of this Bid Proposal Form and any or all Supplemental Bids as stated in Section 7.5 of this Bid Proposal Form, taken sequentially, as applicable, provided funds are available.
 - 4.1.3 In the event of any discrepancy between the amount written in words and the amount written in numerical figures, the amount written in words shall be controlling.
 - 4.2 COMMENCEMENT AND FINAL COMPLETION OF WORK: (ARTICLE 4 GENERAL CONDITIONS)
 - 4.2.1 The General Contractor shall commence Work, within fourteen (14) calendar days, after receiving notice to begin Work by the Commissioner or the authorized representative and continue for one-hundred twenty (120) calendar days for completion of the project.

4.3 LIQUIDATED DAMAGES: (ARTICLE 8, GENERAL CONDITIONS)

- 4.3.1 The General Contractor shall be assessed (\$800.00) Eight Hundred Dollars in Liquidated Damages per day for each calendar day beyond the Date given for Final Completion of the Contract according to the Contract Time.

4.4 CONTRACTORS INSURANCE REQUIRED: (ARTICLE 35, GENERAL CONDITIONS)

- 4.4.1 The limits of liability for the Insurance required for this project shall be those listed in Article 35 of the General Conditions for projects under \$500,000.

4.4.2 SPECIAL HAZARDS INSURANCE REQUIRED:

Type "C" – Collapse
Type "X" – Explosion

- 4.4.3 BUILDERS RISK INSURANCE REQUIRED: Fire and Extended Coverage on a percent basis (Completed Value Form) on the insurable portion of the entire project. The policy or policies shall specifically state that they are for the benefit of and payable to, the State of Connecticut, the contractor, and all persons furnishing labor or labor and materials for the contract work, as their interests may appear.

4.5 The General Contractor on this project shall be required to perform not less than 25 % of the completed Contract Sum of the Work with its own forces.

- 4.5.1 This requirement must be met even if the General Contractor is certified and eligible to participate in the Small Business Set-Aside Program. To facilitate compliance with this requirement for set-aside subcontractors, the three (3) apparent low bidders will have ten (10) calendar days from the date of notification within which to submit a list of certified set-aside contractors to be used on this project along with the dollar amounts to be paid to each, on the form provided, and a copy of their current certification must be attached. This information will be considered as part of your Bid Proposal Form and failure to comply with any portion of this requirement within the ten (10) days, including but not limited to failure to list or meet the necessary dollar amount or percentage of the bid price will be cause to reject your bid.

- 4.5.2 The General Contractor on this project shall be required to award not less than 25 % of the total Contract Sum to contractors who are certified and eligible to participate under The State of Connecticut Set-Aside Program for small contractors, including 6.25 % to certified and eligible Minority Business Enterprises, in accordance with Connecticut General Statutes Section 32-9e.

- 4.6 BIDDERS' QUALIFICATIONS STATEMENT AND OBJECTIVE CRITERIA FOR EVALUATING QUALIFICATIONS OF BIDDERS:
- 4.6.1 Information in regards to the General Contractors and the Named Subcontractors Qualifications Statements is submitted and is made part of this Bid Proposal Form.
- 4.6.1.1 The General Contractor is required to complete the General Contractor Bidders Qualification Statement in section 00030.
- 4.6.1.2 Any Named Subcontractor as listed in schedule 7.4.2 of this Bid Proposal Form is required to complete the Named Subcontractor Bidders Qualification Statement in section 00035. To facilitate compliance with this requirement, the three (3) apparent low bidders will have ten (10) calendar days, from notification by the Department of Public Works, to submit the completed Named Subcontractor Bidders Qualification Statement as required in section 00035. This information will be considered as part of your Bid Proposal Form and failure to comply with any portion of this requirement will be cause to reject your bid.
- 4.6.2 The Objective Criteria For Evaluating Bidders, that are included in Division 0, Section 00040, of the Contract Documents of this project is to assure that State of Connecticut will secure the "lowest responsible and qualified bidder" who has the ability and capacity to successfully complete the Bid Proposal Form and the Work.
- 4.7 NONDISCRIMINATION AND LABOR RECRUITMENT:
- 4.7.1 I (we) agree that the Contract awarded for this project shall be subject to Executive Orders No. Three & Seventeen, promulgated June 16, 1971 and February 15, 1973 respectively and to the Guidelines and Rules of the State Labor Commissioner implementing Executive Order No. Three and further agree to submit reports of Compliance Staffing on Labor Department Form E.O. 3-1, when and as requested.
- 4.8 FEDERAL & STATE WAGE DETERMINATIONS:
- 4.8.1 The U. S. Secretary of Labor's latest decision, and the State of Connecticut Wage Schedule are all incorporated in the documents. The higher rate (Federal or State) for any given occupation shall prevail. At the time of bidding, the bidder agrees to accept the current prevailing wage scale as provided by the Connecticut Department of Labor.
- 4.9 CERTIFICATION OF BIDDER REGARDING EQUAL EMPLOYMENT OPPORTUNITY & NON-SEGREGATED FACILITIES:

4.9.1 The General Contractor and Subcontractors are hereby advised that upon acceptance of their bids they are obligated to fill out within 7 Calendar days the certification required pursuant to Executive Order No. 11246, and agree to certify to the compliance of non-segregated facilities.

4.10 EQUALS AND SUBSTITUTIONS:

4.10.1 All submissions requesting "Equal and/or Substitutions" shall be made by the Contractor in accordance with Article 15 of the General Conditions and Section 01631 of the General Requirements. All submissions shall contain all the information necessary for the Department of Public Works to evaluate the submission and the request. Failure to submit sufficient information to make a proper evaluation, including submittal of data for the first manufacturer listed as well as the data for the "Equal and/or Substitutions" proposed, shall result in a rejection of the submission and request. Upon receipt of the submission and request the Department of Public Works shall notify the Contractor the request has been received and within fourteen (14) calendar days of date received shall render a decision on such submission and request.

5.0 ACCOMPANYING THIS PROPOSAL IS:

5.1 A CERTIFIED CHECK drawn to the order of the Treasurer of the State of Connecticut in the amount of:

_____ DOLLARS \$ _____
(Written)

(A State Bank & Trust Co.) (A National Banking Assoc.)

Located in _____

Address, City & State

which it is understood shall be cashed and the proceeds thereof used so far as may be necessary to reimburse the State of Connecticut for losses and damages arising by virtue of my (our) failure to file the required Bonds and execute the required contract in this proposal is accepted by the Awarding Authority.

OR

5.2 A BID BOND having as surety thereto a Surety Company or Companies authorized to transact business in the State of Connecticut and made out in the penal sum of 10% of the bid, or in the amount of:

_____ DOLLARS \$ _____
(Written)

6.0 I (we), the undersigned, hereby declare that I am (we are) the only person(s) interested in the Bid Proposal and that it is made without any connection with any other person making any Bid Proposal for the same work. No person acting for, or employed by, the State of Connecticut is directly or indirectly interested in this Bid Proposal, or in any Contract which may be made under it, or in expected profits to arise therefrom. This Bid Proposal is made without directly or indirectly influencing or attempting to influence any other person or corporation to bid or refrain from bidding or to influence the amount of the Bid Proposal of any other person or corporation. This Bid Proposal is made in good faith without collusion or connection with any other person bidding for the same work and this proposal is made with distinct reference and relation to the plans and specifications prepared for this Contract. I (we) further declare that in regard to the conditions affecting the Work to be done and the labor and materials needed, this Bid Proposal is based solely on my (our) own investigation and research and not in reliance upon any representations of any employee, officer or agent of the State.

7.0 Each class of Work set forth in a separate section of the specifications pursuant to this Section shall be a subtrade designated in Schedule 7.4.2 of this Bid Proposal Form and shall be the matter of a subcontract made in accordance with the procedure set forth in this chapter.

7.1 The undersigned proposes to furnish all labor and materials required for

Project Number: BI-MM-023-B
Project Title: HVAC and Roofing Replacements
Department of Motor Vehicles
Hamden Regional Branch Office
Hamden, CT

in accordance with the accompanying Plans and Specifications.

Prepared by: Silver Petrucelli & Associates, Inc.
3127 Whitney Avenue
Hamden, CT 06518
Engineer/Architect

for the Contract Sum specified in Section 7.3 subject to additions and deductions according to the terms of the specifications.

7.2 This Bid Proposal includes Addenda numbered _____.

7.2.1 The **Contractor is to fill in item 7.2 above**, acknowledging the number of Addenda that the Contractor is including in the Bid Proposal Form.

7.3 THE PROPOSED TOTAL CONTRACT SUM IS:

State amount listed in 7.4.1:

_____ DOLLARS \$ _____
(Written)

State amount listed in 7.4.2:

_____ DOLLARS \$ _____
(Written)

Read Total Contract Sum: (ADD THE AMOUNTS LISTED IN 7.4.1 AND 7.4.2 ABOVE)

_____ DOLLARS \$ _____
(Written) *X*

7.3.1 (In Accordance With Section 4.5 Not Less Than 25 % Of This Total Must be Awarded to Certified Set Aside Contractors, including 6.25 % Minority Business Enterprises. (Failure to Meet This Requirement Will Be Cause To Reject Your Bid.)

go to page 1

7.4 The breakdown of the Total Contract Sum as proposed is as follows:

7.4.1 State the total sum of the Amount for the Work of the General Contractor plus all unnamed Subcontractors.

_____ DOLLARS \$ _____
(Written)

**IN SECTION 7.4.1 ABOVE, DO NOT INCLUDE
THE SUM OF THE AMOUNT LISTED IN SCHEDULE 7.4.2.**

7.4.1.1 In accordance with Section 4.5 of this Bid Proposal Form, the amount of Work performed by the General Contractor must be at least 25 % of the total Proposal Contract Sum.

7.4.2 The Work of the Named Subcontractors and their price for the following trades must be listed in Schedule 7.4.2. However, the General Contractor may list itself and its price, if it customarily performs any of the trades specified. If the General Contractor leaves the spaces for a specific "Trade Description" completely blank, it will be assumed that the General Contractor will perform that Work. If the General Contractor requires a Performance and/or Labor and Material Payment Bond, then the General Contractor must indicate below which of the Named Subcontractors are subject to this requirement. The amount (%) shall not exceed the Named Subcontractor's price listed in schedule 7.4.2.:

Read after 3

SCHEDULE 7.4.2 - NAMED SUBCONTRACTORS				
Description	Name of Subcontractor	Amount Dollars	Labor & Material Payment Bond	Performance Bond
1. Electrical	X	\$ X.	%	%
2. Mechanical		\$.	%	%
3. HVAC		\$.	%	%
4. Roofing		\$.	%	%
Total		\$.		
(7.4.2)				

apparent low bidder selected

7.4.2 State the total sum of the Amount for the Work of all Named Subcontractors as listed in scheduled 7.4.2.


(Written) _____ DOLLARS \$ _____

**IN SECTION 7.4.2 ABOVE, DO NOT INCLUDE
 THE SUM OF THE AMOUNT LISTED IN SECTION 7.4.1.**

7.4.2.1 The undersigned agrees that each of the Named Subcontractors listed in Schedule 7.4.2 of the Bid Proposal Form will be used for the Work indicated at the amount stated, unless a substitution is permitted by the awarding authority as provided for in section 00100 Notice to Bidders.

7.5 Any Supplemental Bids listed in schedule 7.5, if accepted by the Owner, will be taken cumulatively and in numerical order as scheduled. No Supplemental Bid will be skipped or taken out of numerical order as scheduled. Supplemental Bids: Division 1, Section 01030 of the General Requirements identify and describe the Supplemental Bids as shown in Schedule 7.5.

SCHEDULE 7.5 – SUPPLEMENTAL BIDS	
Supplemental Bid No.: 1	Provide all labor, material and equipment to complete the Work in accordance with Division 1, Section 01030.
ADD:	_____ Dollars \$ _____ (Written)



7.6 The undersigned agrees that, if selected as General Contractor, the General Contractor shall, within seven (7) calendar and legal State holidays excluded, after presentation thereof by the awarding authority, execute a Contract in accordance with the terms of this Bid Proposal Form and Contract.

7.7 The undersigned agrees and warrants that they have made good faith efforts to employ minority business enterprises as Subcontractors and suppliers of materials under such Contract and shall provide the Commission on Human Rights and Opportunities with such information as is requested by the Commission concerning their employment practices and procedures as they relate to the current provisions of the Connecticut General Statutes governing Contract requirements.

7.7.1 A duly authorized representative of the Bidder or Bidder's partnership, firm, corporation or business organization must sign all Bid Proposals Forms.

(NO FACSIMILE SIGNATURE IS PERMITTED).
ALL INFORMATION BELOW IS TO BE FILLED IN BY THE BIDDER.

Project Number BI-MM-023-B

Signed this _____ day of _____ 19_____

Firm Name _____

Complete Legal Name

Address _____

Street City State

Telephone Number _____

Bidder's Signature _____ **Duly Authorized** _____ **Title** _____

END OF SECTION

Checking Bid Packages

After you open all the bids, go back to the office and check all the bids by doing the following:

- 1.0 Make copies of the Bid Tab for the Bidding & Contracts staff. (Every Wednesday we fax any Bid Tabs to F. W. Dodge, Construction Market Data, AIS and New England Construction News.)
 - 2.0 Number all bidders on the Bid Tab from lowest to highest by dollar amount with the lowest bid being #1.
 - 3.0 Add the base bid \$ amount and the Supplemental Bid amount (if any) and put the total in the 3rd column. If more than one Supplemental Bid, put the total on top of the Supplemental #1, next on top of Supp. #2, etc. Note: A Supplemental Bid can only add to a project, it cannot be a deduct.
 - 4.0 Put the bid packages in the same order as the ranking of the bid tab, with #1 being on top.
 - 5.0 Before PSO checks the packages he/she sends out the Set-Aside Schedule to the three lowest bidders giving them 10 calendar days to return the schedule to us.
(Refer to Step 17 now).
 - 6.0 PSO fills in areas of the Proposal Checklist that will be the same for all the bidders and makes copies (***Attachment #1***). For the apparent three (3) low bidders we will need to fill out the entire sheet (***Attachment #2***). For the remaining bidders only fill in those items indicated on ***Attachment #3***.
Note: The total contract price is the Base Bid Amount only.
 - 6.0 Under comments on bottom of Proposal Checklist we should note any items that may cause a disqualification. Supervisor will make that determination.
(Note: CHRO Notification to Bidders form is not a material error affecting the bid price and may be submitted after the bids are opened.
- If anyone is disqualified, PSO sends out a Bid Rejection letter or a Bid Rejection, Not Set-Aside letter (***Attachments #4 and #5***) which are located in the PC in the Bidcontracts (G) account (click on DIV O BID FORMS MASTER, click on CONTRACT DOCUMENTS).
- 7.0 Check Bid Proposal Form (00020); On bid proposal checklist, add items 7.4 (G.C. to provide with own forces) + 7.5.1 (Named Subcontractor amount) + 7.3.1 (listed Set-Asides). This total should not be over item 7.3, or they are to be disqualified. If the SBE or MBE is also a named sub, you only count the dollar amount once.

- 8.0 Take the Bid Bond and get the Surety Company name and check it on the Licensed Insurance Company list kept in the binder on top of cabinet. Look for #14 on the alphabetical list (14 means Fidelity & Surety)
- 9.0 When done checking all items, put the original checklist on top of the bid package. Continue until all bid packages have been checked.
- 10.0 After bid opening check with the Department of Consumer Protection for special licenses if project is for a Threshold Building.

– END –

PROPOSAL CHECKLIST

1 FILL IN
WHAT
WILL BE
THE
SAME
FOR ALL
CONTRACTOR.
MAKE ALL COPIES
X THEN FILL
IN INDIVIDUALLY
FOR
EACH
CONTRACTOR

PROJECT NUMBER BI-MM-023-B

FORMAL ☒

BID OPENING DATE 3-10-99

INFORMAL ☐

X CONTRACTOR _____

SET-ASIDE ☐

AGENCY ☐

TOTAL CONTRACT PRICE

\$ _____

25 % REQUIRED, GENERAL CONTRACTOR

\$ _____

LISTED GENERAL CONTRACTOR

\$ _____

REQUIRED SUB-CONTRACTORS PLUMB _____, MECH. ☒, MASON _____, ELEC. ☒, HVAC ☒

NAMED SUB CONTRACTOR WORK \$ _____ ROOFING ☒

SET-ASIDE REQUIRED 25% CONTRACT PRICE \$ _____ MBE 6.25% \$ _____

SET-ASIDE LISTED \$ _____ \$ _____

SET-ASIDE CERT. OF ELIG. PROVIDED _____

X BID SIGNED PROPOSAL _____

ADDENDA _____

BID SECURITY:

CERTIFIED CHECK NO. _____ AMOUNT \$ _____

BOND SIGNED _____, SEALED _____, VALID P/A _____, VERIFIED W/INS. LIST _____

X CHRO _____

BIDDERS QUALIF. STATEMENT: SIGNED _____, NOTARIZED _____, RESUME _____, PROJ. LIST _____

CHECKED BY: Dolores

COMMENTS:

X BID PRICE

X SUPPL. BID #1

SUPPL. BID #2

SECURITY

PROPOSAL CHECKLIST

2

PROJECT NUMBER BI-MM-023-B FORMAL ☒
 BID OPENING DATE 3-10-99 INFORMAL ☐
 CONTRACTOR A. Secondino & Son, Inc. SET-ASIDE ☐
 AGENCY ☐

TOTAL CONTRACT PRICE \$ 256,850 (7.3)
25% REQUIRED, GENERAL CONTRACTOR \$ 64,212.50
 LISTED GENERAL CONTRACTOR (7.4.1) \$ Discrepancy 7.3 = 140,650 while 7.4.1 = 146,500
 REQUIRED SUB-CONTRACTORS PLUMB ☐, MECH. ☒, MASON ☐, ELEC. ☒, HVAC ☒
 NAMED SUB CONTRACTOR WORK \$ 116,200 ROOFING ☒
 SET-ASIDE REQUIRED 25% CONTRACT PRICE \$ 64,212.50 MBE 6.25% \$ 16,053.125
 SET-ASIDE LISTED \$
 SET-ASIDE CERT. OF ELIG. PROVIDED
 BID SIGNED PROPOSAL ☒
 ADDENDA #1, 2 ☒

BID SECURITY:

CERTIFIED CHECK NO. AMOUNT \$
BOND SIGNED ☒, SEALED ☒, VALID P/A ☒, VERIFIED W/INS. LIST Pg # 59
 CHRO SIGNED ☒ power of ATT. OFF BID BOND GET W/AMB 12/31/98
 BIDDERS QUALIF. STATEMENT: SIGNED ☒, NOTARIZED ☒, RESUME ☒, PROJ. LIST ☒
 CHECKED BY: Dolares (#7) (#10 + #11)

COMMENTS:

Reject due to discrepancy in prices on 7.3 + 7.4.1.

BID PRICE	SUPPL. BID #1	SUPPL. BID #2	SECURITY
\$256,850	\$6,100		BB

then write in BB on Bid Tab, under security

PROPOSAL CHECKLIST

3

PROJECT NUMBER BI-MM-023-B FORMAL ☒
 BID OPENING DATE 3-10-99 INFORMAL ☐
 CONTRACTOR _____ SET-ASIDE ☐
 AGENCY _____

TOTAL CONTRACT PRICE \$ _____

25 % REQUIRED, GENERAL CONTRACTOR \$ _____

LISTED GENERAL CONTRACTOR \$ _____

REQUIRED SUB-CONTRACTORS PLUMB _____, MECH. ☒, MASON _____, ELEC. ☒, HVAC ☒

NAMED SUB CONTRACTOR WORK \$ _____ ROOFING ☒

SET-ASIDE REQUIRED 25% CONTRACT PRICE \$ _____ MBE 6.25% \$ _____

SET-ASIDE LISTED \$ _____ \$ _____

SET-ASIDE CERT. OF ELIG. PROVIDED _____

BID SIGNED _____

ADDENDA _____

BID SECURITY:

CERTIFIED CHECK NO. _____ AMOUNT \$ _____

BOND SIGNED _____, SEALED _____, VALID P/A _____, VERIFIED W/INS. LIST _____

CHRO _____

BIDDERS QUALIF. STATEMENT: SIGNED _____, NOTARIZED _____, RESUME _____, PROJ. LIST _____

CHECKED BY: Dolares

COMMENTS:

BID PRICE

SUPPL.
BID ~~"A"~~ # 1

SUPPL.
BID ~~"B"~~

SECURITY



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS

Attachment #4



T. R. Anson
Commissioner

Contractor:

Attn:

Re: (Project Name)
(Project Number)

Date:

Dear :

Your bid on the above referenced project which was opened (date) has been reviewed by this office and is rejected for the following reason(s):

- 1. _____ Invalid bid security
- 2. _____ Unsigned bid form
- 3. _____ Altered bid form
- 4. _____ Failure to comply with specifications
- 5. _____ Obscure, conditional, incomplete
- 6. _____ Other:

Remarks:

On future bids, you are advised to carefully read all specifications as well as the proposal form itself to ensure compliance with all the requirements of the project. If you have any question regarding this letter or bidding procedures, please do not hesitate to call (PSO's name) at (860) 566-2346.

Sincerely,

PSO's name here
Purchasing Services Officer 1 or 2

cc: Project Manager
File

(Rev. 3/99)



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC WORKS



T. R. Anson
Commissioner

Mega Mechanical Systems Corporation
215 Captain Lewis Drive
Southington, CT 06489

Attn: Ms. Mary Ellen Anderson, President

Re: Replacement of Boiler No. 3
Southbury Training School
(DPW Building No. 56490)
Southbury, CT
Project No.: BI-B-331

SAMPLE
#1

Date: April 7, 1999

Dear Ms. Anderson:

Your bid on the above referenced project which was opened March 17, 1999 has been reviewed by this office and is rejected for the following reason(s):

1. _____ Invalid bid security
2. _____ Unsigned bid form
3. _____ Altered bid form
4. X Failure to comply with specifications
5. _____ Obscure, conditional, incomplete
6. _____ Other:

Remarks: Your bid is rejected as non-responsive due to your being unable to meet the set-aside requirements as stated in 4.5.1 and 4.5.2 of the Bid Proposal Form because your named subcontractor work in the amount of \$512,400 as stated in your Bid Proposal does not allow for a 25% and 6.25% Set-Aside.

As stated in section 4.5, "The General Contractor to perform not less than 25% of the completed Contract Sum of the Work with its own forces. If you add the 25% the G.C. must perform which is \$154,750, plus the 25% required for the set-aside you provided at \$400,000 and the 6.25% for the MBE you provided at \$75,000, these three figures amount to \$629,750 which is over the total contract price of \$619,000.

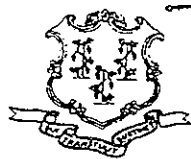
On future bids, you are advised to carefully read all specifications as well as the proposal form itself to ensure compliance with all the requirements of the project. If you have any question regarding this letter or bidding procedures, please do not hesitate to call Dolores Schroeder at (860) 566-2346.

Sincerely,

Dolores Schroeder
Purchasing Services Officer 1

cc: R. Colbert, Project Manager
File

165 Capitol Avenue, Hartford, CT 06106
An Equal Opportunity Employer



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS



T. R. Anson
Commissioner

Dart Building Systems LLC
P.O. Box 7273
13 Morris Road
Prospect, CT 06712

Re: Interior Renovations
Henry Abbott RVIS
Danbury, Connecticut
Project BI-RT-787B(Set-Aside)

Attn: Robert D. Cocchiola Jr., Member

Date: October 3, 1996

Dear Mr. Cocchiola,

Your bid on the above referenced project which was opened September 18, 1996 has been reviewed by this office and is rejected for the following reason(s):

1. _____ Invalid bid security
2. _____ Unsigned bid form
3. _____ Altered bid form
4. X Failure to comply with specifications
5. _____ Obscure, conditional, incomplete
6. _____ Other:

Remarks: Your bid is rejected as non-responsive due to your being unable to come up with a Minority Business Enterprise for 6.25% of the total contract.

On future bids, you are advised to carefully read all specifications as well as the proposal form itself to insure compliance with all the requirements of the project. If you have any question regarding this letter or bidding procedures, please do not hesitate to call this office at (203) 566-7199.

Very truly yours,


William L. Cannon
Bidding & Contract Supervisor

WLC/nw
cc. Kenneth Quimby - Education/CTC
File
186

Room G-9A
Phone: 860-566-2346
165 Capitol Avenue, Hartford, CT 06106
An Equal Opportunity Employer



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS

Attachment # 5



T. R. Anson
Commissioner

Contractor:

Attn:

Re: (Project Name)
(Project Number)

Date:

Dear:

The above referenced project was reserved for those contractors who are participating in the Small Contractors' Set-Aside Program.

Your bid proposal for the above project, which was opened on (DATE) has been rejected because the Department of Administrative Services has informed us that you are not a Certified Set-Aside Contractor.

For additional information on the Set-Aside Program, please contact the Department of Administrative Services, Business CONNections/Set-Aside, 165 Capitol Avenue, Room G-8A, Hartford, CT 06106, Tel: (860) 713-5236.

Sincerely,

PSO's name here
Purchasing Services Officer 1 or 2

cc: Project Manager
File

(Rev. 3/99)

Step #16

After Bid Opening

- 1.0 Set-Aside Contractor Schedules are to be prepared (in the PC in the Contract Documents folder) and sent out to the three lowest bidders immediately after the bid opening, **before** checking all the bid packages (***Attachment #1***). (See Step 17.)
- 2.0 Bid Checklist is to be done next. If one (1) of the three (3) lowest bidders is to be rejected go to the next three (3) low bidders.
- 3.0 If any of the three (3) lowest qualified bidders are being rejected, we must first submit to Bruce Cornish for AAG George Finlayson's review before we send any rejection letters out.
- 4.0 A Bid Tab memo to the project manager is to be prepared ***Attachment #2*** after the PSO receives the Set-Aside Contractor Schedule from the low bidder.
- 5.0 The Bid Tab is then signed by the PSO, two (2) copies are made. The original goes to the team leader who will review it. One (1) of the two (2) copies that are made goes inside the project folder, the other goes in the Bid Tab book with the date it was sent to the team written in the upper right-hand corner.

Sequence of Procedures After Bid Opening:

- Do Bid Proposal Checklist
- Set-aside Contractor Schedule sent to three lowest bidders.
- Check Bid Tab.
- Wait for Set-aside Schedule from **low** bidder
- Review and o.k Set-aside Schedule and Certificate
- Type/send Bid Tab memo to project manager
- Bid Tab gets signed by PSO
- Copy and distribute – Project Manager also gets attachments:
 - Copy of Bid Proposal
 - Bidder's Qualifications & Named Subs' Qualifications
 - Recommend Letter
- Put two (2) copies of Bid Proposal in the folder:
 - 1 marked "Project Manager"
 - 1 marked "Extra"

- 6.0 Take ads off the two boards in outer office.
- 7.0 Staple the Distribution Record (if more than 1 sheet) and place in back of the project folder.

Note #1: If project is re-bid we would then put this in the new folder so people that already paid for specs wouldn't have to pay again.

Note #2: If a vendor bid too low through an apparent mistake they can withdraw their bid. They must send us a letter and tell us why they are withdrawing their bid and ask for their bonds back. They should address the letter to the State of Connecticut, D.P.W., 165 Capitol Avenue, Hartford, CT 06106, Attn: Bruce B. Cornish.

– END –

SET-ASIDE CONTRACTOR SCHEDULE

Gable Construction, Inc.
5 High Ledge Road
Bloomfield CT 06002

Print at
Font = 10.5

CERTIFIED MAIL 109722

Attention: Hedy S. Goodman, President

Re: State Office Building Renovations
5th Floor - Phase II
165 Capitol Avenue
Hartford, CT
Project No.: BI-2B-049-C

BID OPENING DATE: June 2, 1999

Date: June 3, 1999

Dear Ms. Goodman:

Your bid on referenced project is one of the three (3) apparent lowest bids received.

Named Subcontractor Bidders Qualification Statement(s) (00035) is/(are) required for this project.
Please submit at this time.

In accordance with Section 4.5 of your Bid Proposal Form, you are required to list below the names of each currently certified set-aside contractor to be used for this project, along with the dollar amount to be paid each set-aside contractor.

The responsibility for listing a qualified and certified set-aside contractor rests solely with the bidder and not the State. Listing a set-aside contractor who does not qualify may be considered the same as not listing one at all and the bid may be considered non-responsive and subject to rejection.

NAME	ADDRESS	AMOUNT

- This amount must be not less than 0.25% of the total contract cost as stated on the Bid Proposal Form, Section 7.3.1 (Minority Business Enterprises).

**CERTIFICATE OF ELIGIBILITY FOR EACH OF THE NAMED
SET-ASIDE CONTRACTORS MUST BE SUBMITTED WITH THIS FORM.**

Authorized Signature

Title

Date

THIS FORM MUST BE SUBMITTED NO LATER THAN June 14, 1999 TO: STATE OF
CONNECTICUT, DEPARTMENT OF PUBLIC WORKS 165 CAPITOL AVENUE, HARTFORD,
CONNECTICUT 06106, ROOM #G-9A, ATTN: DOLORES SCHROEDER, TEL: 860/566-2346.

SET-ASIDE CONTRACTOR SCHEDULE

CERTIFIED MAIL 109744

Overhead Construction Company
118 Lovely Street
Unionville, CT 06085

Attention: Mr. John Sansone, Owner

BID OPENING DATE: July 21, 1999

Re: Exterior Masonry Wall Restoration
Osborn Correctional Institution
Somers, Connecticut
Project No.: BI-DD-256

Date: July 22, 1999

Dear Mr. Sansone:

Your bid on referenced project is one of the three (3) apparent lowest bids received.

Named Subcontractor Bidders Qualification Statement(s) (00035) is/(are) required for this project. Please submit at this time.

In accordance with Section 4.5 of your Bid proposal Form, you are required to list below the names of each currently certified set aside contractor to be used for this project, along with the dollar amount to be paid each set-aside contractor.

The responsibility for listing a qualified and certified set aside contractor rests solely with the bidder and not the State. Listing a set-aside contractor who does not qualify may be considered the same as not listing one at all and the bid may be considered non-responsive and subject to rejection.

NAME	ADDRESS	AMOUNT

II
25% rule
releasing
25%
10/6/99
~~This amount must be not less than 25% of the total contract cost as stated on the Bid Proposal Form, Section 7.3.1 (Including 6.25% Minority Business Enterprises.)~~

**CERTIFICATE OF ELIGIBILITY FOR EACH OF THE NAMED
SET-ASIDE CONTRACTORS MUST BE SUBMITTED WITH THIS FORM.**

Authorized Signature & Title

Date

THIS FORM MUST BE SUBMITTED NO LATER THAN July 29, 1999 TO: STATE OF
CONNECTICUT, DEPARTMENT OF PUBLIC WORKS 165 CAPITOL AVENUE, HARTFORD,
CONNECTICUT 06106, ROOM #G-9A.

SET-ASIDE CONTRACTOR SCHEDULE

Gable Construction, Inc.
5 High Ledge Road
Bloomfield CT 06002

CERTIFIED MAIL 109722

Attention: Hedy S. Goodman, President

Re: State Office Building Renovations
5th Floor – Phase II
165 Capitol Avenue
Hartford, CT
Project No.: BI-2B-049-C

BID OPENING DATE: June 2, 1999

Date: June 3, 1999

Dear Ms. Goodman:

Your bid on referenced project is one of the three (3) apparent lowest bids received.

Named Subcontractor Bidders Qualification Statement(s) (00035) is/(are) required for this project. Please submit at this time.

In accordance with Section 4.5 of your Bid Proposal Form, you are required to list below the names of each currently certified set-aside contractor to be used for this project, along with the dollar amount to be paid each set-aside contractor.

The responsibility for listing a qualified and certified set-aside contractor rests solely with the bidder and not the State. Listing a set-aside contractor who does not qualify may be considered the same as not listing one at all and the bid may be considered non-responsive and subject to rejection.

NAME	ADDRESS	AMOUNT

III
no pet
reels
just
necessity

- This amount must be not less than 6.25% of the total contract cost as stated on the Bid Proposal Form, Section 7.3.1 (Minority Business Enterprises).

CERTIFICATE OF ELIGIBILITY FOR EACH OF THE NAMED SET-ASIDE CONTRACTORS MUST BE SUBMITTED WITH THIS FORM.

Authorized Signature _____ Title _____ Date _____

THIS FORM MUST BE SUBMITTED NO LATER THAN June 14, 1999 TO: STATE OF CONNECTICUT, DEPARTMENT OF PUBLIC WORKS 165 CAPITOL AVENUE, HARTFORD, CONNECTICUT 06106, ROOM #G-9A, ATTN: DOLORES SCHROEDER, TEL: 860/566-2346.

MEMORANDUM

TO: Michael Milne, Project Manager
DPW, Gen. Gov't Team – Room 460

FROM: Dolores Schroeder, Purchasing Services Officer 1
DPW, Bidding & Contracts, Room G-9A

DATE: June , 1999

SUBJECT: Formal – Bid Opening – June 2, 1999

PROJECT: State Office Building Renovations
5th Floor – Phase II
165 Capitol Avenue
Hartford, CT
Project No.: BI-2B-049-C

Below are the results of the bid opening for this project. Attached are copies of the Bid Proposal and Bidder's Qualification Statement for the apparent low bidder. Please forward your Contract Award Recommendation upon completion of your review of these documents.

Name	Bid Price	Security
Mazzarella Builders, Inc., Kensington, CT	\$ 380,915	BB
G. Donovan Assoc., Inc., Baltin, CT	397,500	BB
Sarazin General Contractors, Columbia, CT	404,000	BB *
Gable Construction, Inc., Bloomfield, CT	435,682	BB
Conn-Strux, Inc., Farmington, CT	438,000	BB

* Bid rejected – incomplete.

cc FYI: Comm. T. R. Anson
Dep. Comm. P.J. Delahunty
B. Cornish
S. Kitowicz
A. Maurice
M. Smith Glasper
File (2)

Attachment} Bid Proposal
P.M. only } Bidder's Qualification Statement
Contract Award Recommendation

MEMORANDUM

Informal

TO: R. Tabaka, Project Manager
General Government Team, Room 460 – S.O.B.

FROM: Dolores Schroeder
Bidding & Contracts Unit, Room G-9A – S.O.B.

DATE: May 5, 2000

SUBJECT: Window and Lobby Renovations
30 Trinity Street
Hartford, CT
Project No: BI-2B-983-WL

At the bid opening on May 4, 2000 for the referenced project, two contractors submitted a bid. Mazzearella Builders, Inc., of Kensington submitted the low bid of \$128,536.00. I am attaching a copy of the Bid Tab and a copy of the information they presented.

For your information, I'm providing you with the list of the other two (2) invited bidders as well as the reasons they did not bid (if known):

Firm Contracted

Reason for Not Submitting a Bid

Brushworks Unlimited
New Haven

Did not submit a bid. Reason unknown.

Gesco, Inc.
Pleasant Valley

They were unable to bid. Too busy at this time.

The Wentworth Company of
Conn., Inc., Hartford

Submitted a bid.

As you know, we previously bid this as a Set-Aside Informal project, BI-2B-983-WPL which included the parking lot. At that time, we contacted nine (9) General Contractors, but no bids were received. We then rebid the parking lot as a separate bid package, and now are bidding the window and lobby renovations as a separate package. If you accept Mazzearella's bid of \$128,536.00 please indicate your approval below and return to me as I will need to request Performance and Labor & Material Bonds, etc.

/das
Attachments

cc: T. Supple
E. Pizzoferrato
D. Busanet
M. Smith-Glasper

APPROVED

DISAPPROVED

Department of Public Works
Recommend for Contract Award

TO: Dolores Schroeder, Purchasing Services Officer 1
165 Capitol Ave., Hartford, CT – Room G-9A

FROM: _____, Project Manager
165 Capitol Ave., Hartford, CT – Room G-9A

DATE: _____

Project Name: _____ No: _____

Award Contract To: _____

Bid Opening Date: _____

Base Bid: _____ Suppl. "1" N/A Suppl. "2" N/A

DPW Construction Cost Estimate: _____ Dated: _____

NOTE: ANY SIGNIFICANT VARIANCES BETWEEN BASE BID AND DPW CONSTRUCTION COST ESTIMATE
SHOULD BE EXPLAINED UNDER "REMARKS" BELOW.

Construction Budget
Bids Received
Funds Required

Construction: _____
Suppl. "1": N/A
Suppl. "2": N/A

Remarks: _____

1. Threshold Project: Yes/No _____ (Please indicate)
2. Building Permit
Received (Date): _____
Not Required: _____
3. Construction Administered by: (circle one)
DPW Const. / Const. Management

Submitted by:

Project Manager Date

Approved by:

Team Leader Date

cc: Procurement - D. Busanet
Accounting - R. Sears
Construction Services – A. Maurice
Capital Budget & Bonding – S. Kitowicz
Project Manager
Team File (right side)

Step #17

Set-Aside Contractor Schedule (After Bid Opening)

Set-aside Contractor's Schedule:

- 1.0 Immediately after the bid opening of a project, the Set-aside Contractor Schedule is to be sent to the three (3) apparent low bidders by Certified Mail. (Move a copy of the Set-Aside Contractor Schedule that you had filled out for your project's specification package (**Attachment #2**) into your project file. Fill out the "Set-aside Contractor Schedule" with the project name and number, the bid opening date, the contractor's name and address, and the Attention to: line (which can be taken off the Bid Proposal, Bidder's Qualification Form or the Bid Bond), and the date required back (10 days from the date it is filled out). Make sure the set-aside percentage section is completed.
- 2.0 After you prepare the Certified paperwork, make copies of these letters and place in the project folder.
- 3.0 On the long Bid Tab put an (*) next to the three (3) apparent low bidders and at the bottom of the form put an (*) asterisk and write S/A Schedule and the date.

Note: the Set-aside Schedule **IS NOT MANDATORY** for the 2nd and 3rd lowest bidders. We would only need it for the 2nd lowest bidder if we reject the first lowest bidder. If that happened, we should give the 3rd lowest bidder a heads up and tell them they would be next in line if anything happened to the other bidder. If we were to go to the 2nd lowest bidder and we did not have their paperwork, we would automatically go to the 3rd lowest bidder if their paperwork was on file; therefore, it can be important for them to file their paperwork even if they are not the lowest bidder.

- 4.0 The contractors have ten (10) calendar days from the date of notification to meet the set-aside and MBE requirements. If they haven't returned the form, give them a couple of extra days and then call the lowest bidder.
- 5.0 The Set-Aside Contractor's Schedule refers to Section 4.6 of the Bid Proposal (00020) for information. The three (3) apparent low bidders' documents and the bid tab are either put in the "Awaiting Set-Aside" divider on top of the cabinets or kept in the PSO's file pending response (whichever you prefer).

6.0 Once we receive the apparent low bidder's Set-aside Contractor Schedule the PSO checks it according to our Proposal checklist (**Attachment #4**). Check proposal to see if they used "Named" subs as MBEs.

7.0 Check the set-aside amounts they provide for their named subcontractor's (**Attachment #3**) vs. the amounts we have calculated for the subs on our checklist. The amounts can be over our amounts, but their amounts added together plus the listed G.C. amount cannot be over the total contract price as shown on **Attachment #4**. Total the amounts listed for their subs and write in the number on the side of **Attachment #3** and put this number in the "Set-Aside Listed" column.

Write on the Set-Aside Contractor Schedule beside the amount column "SBE" or "MBE" where appropriate.

The named subcontractor must have their certificates of eligibility attached to the Set Aside Schedule they send us.

Note #: If near the expiration date, will need current Set-Aside Certificates of Eligibility for the Attorney General when we send the package to him.

8.0 Put the Set-aside package with the certificates of eligibility on top of the low bidder's package.

PROCEED TO STEP # 18 – BID TABULATION.

Note: If set-aside contractor or a named subcontractor needs to be changed, the Bidder must send in a "Request for Authorization to Substitute for a Named Subcontractor and Justification for the Substitution." (**Attachment #5**)

- END -

FORMAL / INFORMAL / SET-ASIDE

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS
165 CAPITOL AVENUE
HARTFORD, CT 06106

165 CAPITOL AVENUE
HARTFORD, CT 06106

EST 261, 682

TABULATION OF BIDS

PAGE NO: 1 OF 7

BIDDER	SECURITY	BASE BID	SUPPLEMENTAL BIDS		
			1**	2	
COMMERCIAL ROOFING & CONTRACTING, INC., PUTNAM	AB 3 (6)	316,000 (6)	316,000 6,500	323,500	
Premier - New York, Inc., W. Haven	AB 1 (6)	282,000 (2)	+ 6,500	288,500	
A. Secondino & Son, Inc., Springfield	AB * (4)	256,850 (1)	+ 6,100	262,950	
The Hartford Roofing Co., Inc., Glastonbury	AB 2 (6)	292,789 (3)	(-10,819)	281,970	Reject. Discrepancy between 1.3 + 7.4/10m Proposed
Bridgeport Restoration Co., Trvy Bridgeport	AB (7)	337,000 (4)	+ 4,000	341,000	
Professional Roofing Contractors, Inc.,	AB * (10)	299,300 (4)	(-3,821)	295,479	Reject. Discrepancy between 1.3 + 7.4/10m Proposed
Olympus Construction, Bridgeport	AB (8)	414,000 (8)	(-6,000)	408,000	
Silkward Roofing, Inc., Manchester	AB * (6)	314,090 (5)	(-4,340)	309,750	Reject. Discrepancy between 1.3 + 7.4/10m Proposed

* S/A Schedule 3/12/99

D.P.W.
 BIDDING SECTION
 MAR 10 1 01 PM '99

Bid opened: Date: 3/10/99 Time: 1:00

Award to:

Witnessed by:

Paul Blythe
Solaree Schreder

3-11-99
** Per Bruce Bucksteel this is perfectly legal as some companies may have the materials or grade. For Gillis said the some thing. therefore we have both "ADD" and "DEDUCT" amounts.

SET-ASIDE CONTRACTOR SCHEDULE

(leave as letter)

Contractor: ✓

CERTIFIED MAIL

Re: (Description of project) ✓
 (Street address)
 (Town, State)
 Project No.: ✓

BID OPENING DATE: ✓

Attn: ✓

Date:

Dear :

Your bid on referenced project is one of the three (3) apparent lowest bids received.

In accordance with Section ^{4.5} 4E-1 of your proposal form, you are required to list below the names of each currently certified set-aside contractor to be used for this project, along with the dollar amount to be paid each set-aside contractor.

The responsibility for listing a qualified and certified set-aside contractor rests solely with the bidder and not the State. Listing a set-aside contractor who does not qualify may be considered the same as not listing one at all and the bid may be considered non-responsive and subject to rejection.

If a named subcontractor qualification statement is required in the specifications, please submit at this time.

NAME	ADDRESS	AMOUNT
------	---------	--------

This amount must be not less than 25% of the total contract cost as stated on the proposal form, Section 7C. (Including 6.25% Minority Business Enterprises).

**CERTIFICATE OF ELEGIBILITY FOR EACH OF THE NAMED
SET-ASIDE CONTRACTORS MUST BE SUBMITTED WITH THIS FORM.**

Authorized Signature & Title

Date

THIS FORM MUST BE SUBMITTED NO LATER THAN DEC. 22, 1998 TO: STATE
 OF CONNECTICUT, DEPARTMENT OF PUBLIC WORKS, 165 CAPITOL AVENUE,
 HARTFORD, CT 06106 - ROOM # G-9A, ATTN: JAN YOUNG, 860/ 566-2346.

(PSOs name here) 10 days from the date
 this is filled out & sent

this should
 be the same
 as the same
 00400, Section
 I, II, or III

SET-ASIDE CONTRACTOR SCHEDULE

IN "G"
Under
Contract
Documents

CERTIFIED MAIL

Contractor: ✓

Attention: ✓

Re: ✓

BID OPENING DATE: ✓

• Date:

Dear:

Your bid on referenced project is one of the three (3) apparent lowest bids received.

Named Subcontractor Bidders Qualification Statement(s) (00035) is/(are) required for this project. Please submit at this time.

In accordance with Section 4.5 of your Bid proposal Form, you are required to list below the names of each currently certified set aside contractor to be used for this project, along with the dollar amount to be paid each set-aside contractor.

The responsibility for listing a qualified and certified set aside contractor rests solely with the bidder and not the State. Listing a set-aside contractor who does not qualify may be considered the same as not listing one at all and the bid may be considered non-responsive and subject to rejection.

NAME	ADDRESS	AMOUNT

Note: Insert required information in only one of the (3) options below, then delete the other options and this prompt box.

- This amount must be not less than _____% of the total contract cost as stated on the Bid Proposal Form, Section 7.3.1.
- This amount must be not less than _____% of the total contract cost as stated on the Bid Proposal Form, Section 7.3.1. (Including _____% Minority Business Enterprises.)
- This amount must be not less than _____% of the total contract cost as stated on the Bid Proposal Form, Section 7.3.1. (Minority Business Enterprises.)

**CERTIFICATE OF ELIGIBILITY FOR EACH OF THE NAMED
SET-ASIDE CONTRACTORS MUST BE SUBMITTED WITH THIS FORM.**

Authorized Signature

Title

Date

THIS FORM MUST BE SUBMITTED NO LATER THAN _____ TO: STATE OF
CONNECTICUT, DEPARTMENT OF PUBLIC WORKS 165 CAPITOL AVENUE, HARTFORD,
CONNECTICUT 06106, ROOM #G-9A, ATTN: (PSO's Name) , 860/566-2346.

In "G" under Contract documents.

SECTION 00400
SET-ASIDE CONTRACTORS SCHEDULE
PAGE 1 OF 2

SET-ASIDE CONTRACTOR SCHEDULE *← (leave on letter)*

CERTIFIED MAIL

Contractor:

Attention:

BID OPENING DATE:

Re:

Date:

Dear:

WHEN YOU SEND OUT
AFTER BID OPENING

Your bid on referenced project is one of the three (3) apparent lowest bids received.

Named Subcontractor Bidders Qualification Statement(s) (00035) is/(are) required for this project.
Please submit at this time.

In accordance with Section 4.6.1 of your Bid proposal Form, you are required to list below the names of each currently certified set aside contractor to be used for this project, along with the dollar amount to be paid each set-aside contractor.

The responsibility for listing a qualified and certified set aside contractor rests solely with the bidder and not the State. Listing a set-aside contractor who does not qualify may be considered the same as not listing one at all and the bid may be considered non-responsive and subject to rejection.

NAME	ADDRESS	AMOUNT

Note: Insert required information in only one of the (3) options below, then delete the other options and this prompt box.

- I
Set-aside without minority
- This amount must be not less than 25 % of the total contract cost as stated on the Bid Proposal Form, Section 7.3.1.
- II
Set-aside with minority
- This amount must be not less than 25 % of the total contract cost as stated on the Bid Proposal Form, Section 7.3.1. (Including 6.25 % Minority Business Enterprises.)
- III
Set-aside for just minority
- This amount must be not less than _____ % of the total contract cost as stated on the Bid Proposal Form, Section 7.3.1. (Minority Business Enterprises.)

Usually use this

Selection should be the same

(Revision: 12-22-98)

as section 00400,
I, II, or III.

PROJECT NO. BI-XXX-###

CERTIFICATE OF ELIGIBILITY FOR EACH OF THE NAMED
SET-ASIDE CONTRACTORS MUST BE SUBMITTED WITH THIS FORM.

Authorized Signature & Title

Date

THIS FORM MUST BE SUBMITTED NO LATER THAN (10 days from date filled out and sent) TO: STATE OF
CONNECTICUT, DEPARTMENT OF PUBLIC WORKS 165 CAPITOL AVENUE, HARTFORD,
CONNECTICUT 06106, ROOM #G-9A.

END OF SECTION



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC WORKS



T. R. Anson
Commissioner

Dart Building Systems LLC
P.O. Box 7273
13 Morris Road
Prospect, CT 06712

Re: Interior Renovations
Henry Abbott RVIS
Danbury, Connecticut
Project BI-RT-787B(Set-Aside)

Attn: Robert D. Cocchiola Jr., Member

Date: October 3, 1996

*Per Gail 10-14-96.
This rejection letter is
sent either initially or
after set-asides were
sent in & are not correct.*

Dear Mr. Cocchiola,

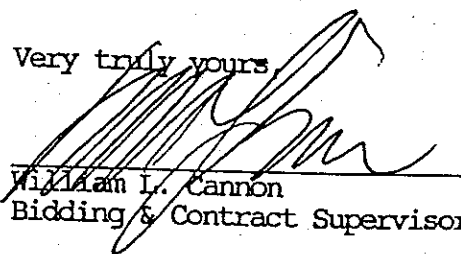
Your bid on the above referenced project which was opened September 18, 1996
has been reviewed by this office and is rejected for the following reason(s):

1. _____ Invalid bid security
2. _____ Unsigned bid form
3. _____ Altered bid form
4. X Failure to comply with specifications
5. _____ Obscure, conditional, incomplete
6. _____ Other:

Remarks: Your bid is rejected as non-responsive due to your being
unable to come up with a Minority Business Enterprise for
6.25% of the total contract.

On future bids, you are advised to carefully read all specifications as well as
the proposal form itself to insure compliance with all the requirements of the
project. If you have any question regarding this letter or bidding procedures,
please do not hesitate to call this office at (203) 566-7199.

Very truly yours,


William L. Cannon
Bidding & Contract Supervisor

WLC/mw
cc. Kenneth Quimby - Education/CTC
File
186

Room G-9A
Phone: 860-566-2346
165 Capitol Avenue, Hartford, CT 06106
An Equal Opportunity Employer



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS



T. R. Anson
Commissioner

October 12, 1999

William S. Miko, Jr., President
Merritt Contractors, Inc.
350 Bostwick Avenue
Bridgeport, CT 06605

Re: Air Conditioning And Ventilation Improvements
& Automatic Sprinkler System Installation
Capitol Region Mental Health Center
500 Vine Street
Hartford, Connecticut
Project BI-MH-090-A

Dear Mr. Miko,

Your bid on the above referenced project which was opened October 6, 1999 has been reviewed by this office.

It appears that there is not enough money to cover the Set-Aside requirements of 25% (\$780,750.00) Including 6.25% MBE (\$195,187.50). Failure to meet the Set-Aside requirements is cause for rejection.

On future bids, you are advised to carefully read all specifications as well as the proposal form itself to ensure compliance with all the requirements of the project. If you have any question regarding this letter or bidding procedures, please do not hesitate to call me at (860) 566-2346.

Sincerely,

Gail Blythe

Gail Blythe
Purchasing Services Officer 1

*Per Gail on 10-14-99
This letter is sent
to other than the
3 lowest bidders as an
informational memo only
as they are not in
competition as one of the
3 lowest bidders we have
not rec'd their set-asides
yet.*

xc: R. Colbert, Project Manager
File



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS



T. R. Anson
Commissioner

December 15, 1999

James Mazzarella, President
Mazzarella Builders, Inc.
357 New Britain Road
Kensington, CT 06037

Re: Hopeville Pond State Park
Composting Toilet Building With Showers
Griswold, CT
Project BI-T-519B

Forwarded

Dear Mr. Mazzarella,

This letter is to inform you that all bids for this project, which were opened on October 13, 1999, have been rejected.

We have been advised by the Department of Public Works Client Team that all bids exceed the amount of money available for this project.

Thank you for your interest in bidding on this work.

Sincerely,

Mellanee Walton
Mellanee Walton
Purchasing Services Officer I

xc: F. Connolly
File

D.P.W.
READING SECTIONSET-ASIDE CONTRACTOR SCHEDULE

16 11 37 AM '99

Premier-New York, Inc.
178 Front Avenue
West Haven, CT 06516-2818

Attn: Robert J. Bland, President

Re: HVAC and Roofing Replacements
Department of Motor Vehicles
Hamden, CT
Project No.: BI-MM-023-B

BID OPENING DATE: March 10, 1999

Date: March 12, 1999

Dear Mr. Bland:

Your bid on referenced project is one of the three (3) apparent lowest bids received.

In accordance with Section ^{4.5 (per bid)} ~~4.1~~ of your proposal form, you are required to list below the names of each currently certified set-aside contractor to be used for this project, along with the dollar amount to be paid each set-aside contractor.

The responsibility for listing a qualified and certified set-aside contractor rests solely with the bidder and not the State. Listing a set-aside contractor who does not qualify may be considered the same as not listing one at all and the bid may be considered non-responsive and subject to rejection.

If a named subcontractor qualification statement is required in the specifications, please submit at this time.

NAME	ADDRESS	AMOUNT
ARC Mechanical & Electrical Co., Inc.	86 East Hill Road Canton, CT 06019	\$ 89,000.00 <i>SBE</i>
Bridgeport Restoration Co., Inc.	729 Union Avenue Bridgeport, CT 06601	\$ 17,625.00 <i>MBE</i>

- This amount must be not less than 25% of the total contract cost as stated on the Bid Proposal Form, Section 7.3.1. (Including 6.25% Minority Business Enterprises.)

**CERTIFICATE OF ELIGIBILITY FOR EACH OF THE NAMED
SET-ASIDE CONTRACTORS MUST BE SUBMITTED WITH THIS FORM.**

Robert J. Bland

President Authorized Signature & Title

March 15, 1999

Date

THIS FORM MUST BE SUBMITTED NO LATER THAN March 22, 1999 TO: STATE OF
CONNECTICUT, DEPARTMENT OF PUBLIC WORKS 165 CAPITOL AVENUE, HARTFORD,
CONNECTICUT 06106 - ROOM #G-9A, ATTN: DOLORES SCHROEDER, 860/566-2346.

CERTIFIED MAIL

109670

COMPLETED
SAMPLE

#106,625

Certificate of Eligibility

State Of Connecticut
Department Of Administrative Services

Business CONNECTIONS
Small Contractors Set-Aside Program

ARC Mechanical & Electrical Co., Inc.

86 East Hill Road Canton, CT 06019

Name of Contact: Alan Corey

Business Phone: (860) 693-0463 FAX Phone: (860) 693-9097

Affiliate Company(s):

Qualified by:

Meg Yetishefsky
Program Manager

Type Of Contractor/Vendor: Construction

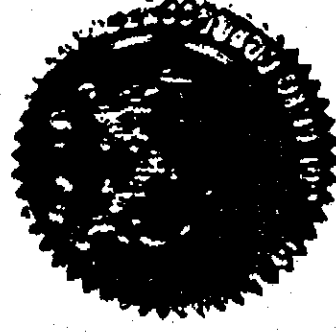
Product: We install and service all heating and cooling equipment. We sell and install all electrical parts and equipment. We do low voltage wiring for fire, sound, phone and land systems.

Type Of Certification: Small Business Enterprise

Date of Issue: 5-Aug-1998

Expiration Date: 28-Feb-1999

*Under this program, this company cannot subcontract or receive any work from the affiliate company(s) listed above.



Certificate of Eligibility

State Of Connecticut
Department Of Administrative Services

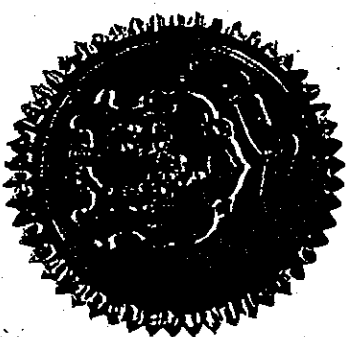
Business CONNECTIONS
Small Contractors Set-Aside Program

Bridgeport Restoration Co., Inc.
729 Union Avenue Bridgeport, CT 06607

Name of Contact: Isaac B. Thomas
Business Phone: (203) 576-8861 FAX Phone: (203) 330-0829

* Affiliate Company(s):

Meg Yelishofsky
Qualified by:
Meg Yelishofsky
Program Manager



Type Of Contractor/Vendor: Construction
Product: Construction Services - Masonry, Carpentry, Sheet Metal & Roofing

Type Of Certification: Minority Business Enterprise, Black
Date of Issue: 11-Aug-1998 Expiration Date: 31-Dec-1998

*Under this program, this company cannot subcontract or receive any work from the affiliate company(s) listed above.

PROJECT NUMBER BI-MM-023-B FORMAL ☒
 BID OPENING DATE 3-10-99 INFORMAL ☐
 CONTRACTOR Premier-New York, Inc. SET-ASIDE ☐
 AGENCY ☐

TOTAL CONTRACT PRICE \$ 282,000
 25% REQUIRED, GENERAL CONTRACTOR 1 \$ 70,500
 LISTED GENERAL CONTRACTOR \$ 193,000

REQUIRED SUB-CONTRACTORS PLUMB ☒, MECH. ☒, MASON ☐, ELEC. ☒, HVAC ☒
 NAMED SUB CONTRACTOR WORK (2ND AMT) 7.3 \$ 89,000 IN RED ROOFING ☒
7.4.2

SET-ASIDE REQUIRED 25% CONTRACT PRICE \$ 70,500 MBE 6.25% \$ 17,625

SET-ASIDE LISTED \$ 106,625 TOTAL \$ 17,625

SET-ASIDE CERT. OF ELIG. PROVIDED ☒

BID SIGNED ☒

ADDENDA # 1, 2 ☒

BID SECURITY:

CERTIFIED CHECK NO. AMOUNT \$

BOND SIGNED ☒, SEALED ☒, VALID P/A ☒, VERIFIED W/INS. LIST Pg. 41, 12/31/98

CHRO No

BIDDERS QUALIF. STATEMENT: SIGNED ☒, NOTARIZED ☒, RESUME ☒, PROJ. LIST ☒

CHECKED BY: Dolores

COMMENTS:

**NOTE: IF THEY NAME SOMEBODY & USE THEM
 AS A SET-ASIDE- YOU CAN ONLY COUNT IT ONCE.**

BID PRICE

\$ 282,000

Take 25% G.C. AMT
 ADD:

NAMED SUBS WORK +
 (7.3 (2ND #) + 7.4.2)

(FROM SET-ASIDE SCH.)
 ADD: MBE - 6.25% +

CANNOT GO OVER = \$
 THE TOTAL
 CONTRACT PRICE

TOT. CONTR. PRICE OF \$282,000

\$89,000
 + 17,625
 = 106,625
 \$177,125
 CANNOT GO
 OVER THE
 25% G.C. 70,500
 + 106,625
 177,125

TO: Bruce Cornish, Chief Financial Officer
Department of Public Works, Bidding & Contracts Unit
165 Capitol Avenue, Room G-9A
Hartford, CT 06106

FROM:

DATE:

SUBJECT: Request for Authorization to Substitute for a Named
Subcontractor and Justification for the Substitution.
Project No.:

SAMPLE
#1

This is to request the Department of Public Works' approval for our company to substitute the following subcontractor for a subcontractor that was named on our proposal or named to meet our set-aside or MBE/WBE requirements.

<u>Named Subcontractor</u>	<u>Amount</u>	<u>Substitute subcontractor</u>	<u>Amount</u>
_____	_____	_____	_____

Reason for Change:

In accordance with Connecticut General Statutes Section 4b-95, Subsection (c), there are seven (7) reasons to allow substituting for a named subcontractor:

- (1) death or physical disability;
- (2) dissolution, if a corporation or partnership;
- (3) bankruptcy;
- (4) inability to furnish any performance and payment bond shown on the bid form;
- (5) inability to obtain, or loss of, a license necessary for the performance of the particular category of work;
- (6) failure or inability to comply with a requirement of law applicable to contractors, subcontractors, or construction, alteration, or repair projects; and
- (7) failure to perform his agreement to execute a subcontract under Section 4b-96.

In the area labeled "Reason for Change" we have entered the appropriate reason to identify our particular situation.

Please find enclosed a copy of documentation from the respective named subcontractor verifying the reason for this request for substitution.

Submitted by: _____
Name:
Title:

APPROVED _____ Bruce Cornish _____ Date
Chief Financial Officer
DISAPPROVED _____

cc: Requesting Company –
Named Subcontractor –
Subcontractor to be Substituted –
Commission on Human Rights & Opportunities – Ron Fletcher

MODE = MEMORY TRANSMISSION

START=SEP-28 11:11

END=SEP-28 11:13

FILE NO. = 012

STN NO.	COM	ABBR NO.	STATION NAME/TEL. NO.	PAGES	DURATION
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-DPW, BIDDING & CONTRACTS -

***** -D.P. WKS

- ***** -

860 566 1057- *****

State of Connecticut
Department of Public Works
Bidding and Contracts
165 Capitol Ave. - Room G-9A
Hartford, CT 06106
Tel: (860) 566-2346
FAX: (860) 566-1057

FAX transmittal

To: MAY CONSTR. CO. Fax: 1-203-656-8613

Attn: Yuly Aronson, Pres. Tel:

From: Dolores Schroeder Date: 9-28-99

Re: BI-2B-734-E Pages: 2 (including cover sheet)

~~cc~~ Stanford Superior Courthouse - Phase E

☒ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Mr. Aronson, Per our conversation today:
If you change WSCONN Co.
to another set-aside contractor
to meet the minimum required
of \$686,943.00, you must request
authorization to substitute to
Bruce Cornish. I'm faxing you a
copy of the form. Please copy
me on the letter also, Room G-9A.

Thanks

Dolores Schroeder
Dolores Schroeder

→ Rush to
Kevin Jackson pls.

State of Connecticut
Department of Public Works
Bidding and Contracts
165 Capitol Ave. - Room G-9A
Hartford, CT 06106
Tel: (860) 566-2346
FAX: (860) 566-1057

ATTACH. #

FAX transmittal

cc: Gail - FYI
mel
11-19-99 DS

SAMPLE #2

To: TRATAROS CONSTR, INC. Fax: 1-203-624-5125

Attn: STAN Petrov Tel: 1-203-624-5122

From: Dolores Schroeder Date: 11-19-99

Re: BI-2B-734-E Pages: 2 (including cover sheet)

cc: Bruce Carnish

☒ Urgent ☒ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Stan, for your information, Bruce Carnish our Chief Financial Officer has advised that DPW has agreed with C.H.R.O. that we impose the same standards for the substitution of MBE's as we do for the named subcontractors.

Also, if your substitution is approved, we will need set-aside agreements & Certificates of Eligibility for the new MBE's.

Please fill out a Request for Authorization to substitute for each MBE/SBE/WBE you wish to substitute.

Dolores Schroeder
Dolores Schroeder

TO: Bruce Cornish, Chief Financial Officer
Department of Public Works, Bidding & Contracts Unit
165 Capitol Avenue, Room G-9A
Hartford, CT 06106

FROM:

DATE:

SUBJECT: Request for Authorization to Substitute for a Named
Subcontractor and Justification for the Substitution.
Project No.:

This is to request the Department of Public Works' approval for our company to substitute the following subcontractor for a subcontractor that was named on our proposal or named to meet our set-aside or MBE/WBE requirements.

<u>Named Subcontractor</u>	<u>Amount</u>	<u>Substitute subcontractor</u>	<u>Amount</u>
_____	_____	_____	_____

Reason for Change:

In accordance with Connecticut General Statutes Section 4b-95, Subsection (c), there are seven (7) reasons to allow substituting for a named subcontractor:

- (1) death or physical disability;
- (2) dissolution, if a corporation or partnership;
- (3) bankruptcy;
- (4) inability to furnish any performance and payment bond shown on the bid form;
- (5) inability to obtain, or loss of, a license necessary for the performance of the particular category of work;
- (6) failure or inability to comply with a requirement of law applicable to contractors, subcontractors, or construction, alteration, or repair projects; and
- (7) failure to perform his agreement to execute a subcontract under Section 4b-96.

In the area labeled "Reason for Change" we have entered the appropriate reason to identify our particular situation.

Please find enclosed a copy of documentation from the respective named subcontractor verifying the reason for this request for substitution.

Submitted by: _____
Name:
Title:

APPROVED _____	Bruce Cornish _____	Date _____
DISAPPROVED _____	Chief Financial Officer	

cc: Requesting Company –
Named Subcontractor –
Subcontractor to be Substituted –
Commission on Human Rights & Opportunities – Ron Fletcher

Step #18

Bid Tabulation

- 1.0 Once the PSO receives the Set-Aside Contractor's Schedule from the low bidder, the PSO types up the Bid Tab memo to the Project Manager **(Attachment #1). List the Bidders from lowest bid to highest bid.** Check to make sure that the company name and dollar amounts are correct and that they correspond with both the Bid Tabulation Sheet and Section 7.3 of the proposal. Also check the amounts of the supplemental bids (Schedule 7.5) if there are any. PSO signs the memo, makes copies and distributes. Those on copy of the Bid Tab memo do not get the attachments, only the Project Manager does.
 - 1.1 Make three (3) copies of the apparent low bidder's Bid Proposal **(Attachment #2)** and one (1) copy of their Bidder's Qualification Statement **(Attachment #3)** and attachments and their Named Subs Bidder's Qualifications.
 - 1.2 The original Bid Tab memo with the PSO's signature and a copy of the low bidder's Bid Proposal and a copy of the low bidder's Bidder's Qualification Statement, and copies of the Named Subs' Bidder's Qualifications (if any) get stapled together and get hand carried up to the Project Manager with a blank copy of the Contract Award Recommendation **(Attachment #4)** after we receive the Set-Aside Contractor's Schedule. The second copy of the Bid Proposal will go to Construction Services when the contract is signed. Keep the third copy in the project folder.
 - 1.3 Make two extra copies of the Bid Tab memo: Put one copy in the Bid Tab Binder. Fold the original Bid Tab around the other copy of the memo and place on the outside of the project folder and secure the entire package with a rubber band.
- 2.0 After you send the Recommend up to the Project Manager, put the bid packages for the 2nd and 3rd lowest bidders, etc., in the project folder marked "#2 of #2" in the file cabinet along the wall. Any rejection letters should be attached to their packages not kept in project folder #1. Only keep the lowest bidder's bid package in the original project folder.

Note: Per B. Cornish on 7-9-01, if a Recommend has not been made within 60 days from the bid opening date, then a price extension letter should be mailed to the three lowest qualified bidders asking them to hold their bid price.

- 3.0 Fill in the date the Recommend is sent to the Project Manager in the Status Report (**Attachment #5**) under the "Bid Tab (To Team)" column. (Fill in the recommend date on the project folder under DATE, RECOMMEND line; make sure EXPIRE line is also filled in (always 60 days from the Bid Opening date.) When the Recommend is received back from the Team, fill in the date received from the Team and the Contractor's name on the Status Report.
- 4.0 Track the Recommend on the calendar. It may take a week, or the Project Manager could hold for three (3) months. Check with the Project Manager in one week, thereafter on a monthly basis.

- END -

MEMORANDUM

TO: Ron Giddix, Project Manager
DPW, General Government Team – Room 460

FROM: ~~Dolores Schroeder~~ ^{JAN YOUNG}, Purchasing Services Officer
DPW, Bidding & Contracts, Room G-9A

DATE: March 17, 1999

SUBJECT: Formal – Bid Opening – March 10, 1999

PROJECT: HVAC and Roofing Replacements
Department of Motor Vehicles
Hamden Regional Branch Office
Hamden, CT
Project: BI-MM-023-B

Below are the results of the bid opening for this project. Attached are copies of the Bid Proposal and Bidder's Qualification Statement for the apparent low bidder. Please forward your Contract Award Recommendation upon completion of your review of these documents.

Name	Bid Price	Suppl. Bid " 1"	Security
A. Secondino & Son, Inc., Branford	\$ 256,850	\$ + 6,100	BB *
Premier-New York, Inc., West Haven	282,000	+ 6,500	BB
The Hartford Roofing Co., Inc., Glastonbury	292,789	- 10,819	BB
Professional Roofing Contractors, Inc., Southington	299,302	- 3,821	BB *
Silktown Roofing, Inc., Manchester	314,090	- 4,340	BB *
Commercial Roofing & Contracting Inc., Putnam	316,000	+ 6,500	BB
Bridgeport Restoration Co., Inc., Bridgeport	337,000	+ 4,000	BB
Olympus Construction, Bridgeport	414,000	- 6,500	BB

* = Bids rejected – incomplete.

cc: Comm. T. R. Anson
Dep. Comm. P.J. Delahunty
R. Giddix
B. Cornish
S. Kitowicz
A. Maurice
M. Smith Glasper
File (2)

Attach: Bid Proposal
Bidder's Qualification Statement
Contract Award Recommendation

Make 2 XTRA CCs of Bid Proposal.
Hold 1 in file for Constr. Divs.
when contract is signed
hold 1 in file

FOR PROJECTS ESTIMATED TO COST MORE THAN \$250,000.00

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS
BID PROPOSAL FORM

DATE: March 10, 1999

PROPOSAL OF PREMIER-NEW YORK, INC.
BIDDER'S NAME
178 Front Avenue
West Haven, CT 06516-2818
BIDDER'S ADDRESS

To the Commissioner, Department of Public Works
State Office Building
Hartford, Connecticut

Dear Sir:

- 1.0 In accordance with Chapter 60 Part II of the Connecticut General Statutes, as amended, and pursuant to, and in compliance with your Invitation to Bid, the Notice to Bidders, the Contract, including the conditions thereto, the Bid Security, I (we) propose to furnish the labor and/or materials, installed as required for the project named and numbered on this Bid Proposal Form, submitted herein, furnishing all necessary equipment, machinery, tools, labor and other means of construction, and all materials specified in the manner and at the time prescribed strictly in accordance with the provisions of the Contract including, but not limited to, the specifications and/or drawings together with all addenda issued by our authority and received prior to the scheduled closing time for the receipt of the bids, and in conformity with requirements of the Awarding Authority and any laws or Departmental regulations of the State of Connecticut or of the United States which may affect the same, for and in consideration of the price(s) stated on the said Bid Proposal Form, hereof.
- 2.0 The Lump Sum Base Bid by me (us) on the Bid Proposal Form includes all work indicated on the drawings and/or described in the specifications, except:
- 2.1 Work covered by Supplemental Bids as may be listed on the Bid Proposal Form and General Requirements.
- 2.2 Contingent Work covered by the Unit Prices included within the General Requirements.
- 2.3 Contingent Work covered by Special Unit Prices as may be listed on the Bid Proposal Form and/or General Requirements.

- 4.3 LIQUIDATED DAMAGES: (ARTICLE 8, GENERAL CONDITIONS)
- 4.3.1 The General Contractor shall be assessed (\$800.00) Eight Hundred Dollars in Liquidated Damages per day for each calendar day beyond the Date given for Final Completion of the Contract according to the Contract Time.
- 4.4 CONTRACTORS INSURANCE REQUIRED: (ARTICLE 35, GENERAL CONDITIONS)
- 4.4.1 The limits of liability for the Insurance required for this project shall be those listed in Article 35 of the General Conditions for projects under \$500,000.
- 4.4.2 SPECIAL HAZARDS INSURANCE REQUIRED:
- Type "C" – Collapse
Type "X" – Explosion
- 4.4.3 BUILDERS RISK INSURANCE REQUIRED: Fire and Extended Coverage on a percent basis (Completed Value Form) on the insurable portion of the entire project. The policy or policies shall specifically state that they are for the benefit of and payable to, the State of Connecticut, the contractor, and all persons furnishing labor or labor and materials for the contract work, as their interests may appear.
- 4.5 The General Contractor on this project shall be required to perform not less than 25 % of the completed Contract Sum of the Work with its own forces.
- 4.5.1 This requirement must be met even if the General Contractor is certified and eligible to participate in the Small Business Set-Aside Program. To facilitate compliance with this requirement for set-aside subcontractors, the three (3) apparent low bidders will have ten (10) calendar days from the date of notification within which to submit a list of certified set-aside contractors to be used on this project along with the dollar amounts to be paid to each, on the form provided, and a copy of their current certification must be attached. This information will be considered as part of your Bid Proposal Form and failure to comply with any portion of this requirement within the ten (10) days, including but not limited to failure to list or meet the necessary dollar amount or percentage of the bid price will be cause to reject your bid.
- 4.5.2 The General Contractor on this project shall be required to award not less than 25 % of the total Contract Sum to contractors who are certified and eligible to participate under The State of Connecticut Set-Aside Program for small contractors, including 6.25 % to certified and eligible Minority Business Enterprises, in accordance with Connecticut General Statutes Section 32-9e.

4.9.1 The General Contractor and Subcontractors are hereby advised that upon acceptance of their bids they are obligated to fill out within 7 Calendar days the certification required pursuant to Executive Order No. 11246, and agree to certify to the compliance of non-segregated facilities.

4.10 EQUALS AND SUBSTITUTIONS:

4.10.1 All submissions requesting "Equal and/or Substitutions" shall be made by the Contractor in accordance with Article 15 of the General Conditions and Section 01631 of the General Requirements. All submissions shall contain all the information necessary for the Department of Public Works to evaluate the submission and the request. Failure to submit sufficient information to make a proper evaluation, including submittal of data for the first manufacturer listed as well as the data for the "Equal and/or Substitutions" proposed, shall result in a rejection of the submission and request. Upon receipt of the submission and request the Department of Public Works shall notify the Contractor the request has been received and within fourteen (14) calendar days of date received shall render a decision on such submission and request.

5.0 ACCOMPANYING THIS PROPOSAL IS:

5.1 A CERTIFIED CHECK drawn to the order of the Treasurer of the State of Connecticut in the amount of:

n/a DOLLARS \$ _____
(Written)

(A State Bank & Trust Co.) (A National Banking Assoc.)

Located in _____
Address, City & State

which it is understood shall be cashed and the proceeds thereof used so far as may be necessary to reimburse the State of Connecticut for losses and damages arising by virtue of my (our) failure to file the required Bonds and execute the required contract in this proposal is accepted by the Awarding Authority.

OR

5.2 A BID BOND having as surety thereto a Surety Company or Companies authorized to transact business in the State of Connecticut and made out in the penal sum of 10% of the bid, or in the amount of:

ten per cent of bid price DOLLARS \$ 10%
(Written)

7.3 THE PROPOSED TOTAL CONTRACT SUM IS:

State amount listed in 7.4.1:

One Hundred Ninety-Three Thousand DOLLARS \$ 193,000.00 .
(Written)

State amount listed in 7.4.2:

Eighty-Nine Thousand DOLLARS \$ 89,000.00 .
(Written)

Total Contract Sum: (ADD THE AMOUNTS LISTED IN 7.4.1 AND 7.4.2 ABOVE)

Two Hundred Eighty-Two Thousand DOLLARS \$ 282,000.00 .
(Written)

7.3.1 (In Accordance With Section 4.5 Not Less Than 25 % Of This Total Must be Awarded to Certified Set Aside Contractors, including 6.25 % Minority Business Enterprises. (Failure to Meet This Requirement Will Be Cause To Reject Your Bid.)

7.4 The breakdown of the Total Contract Sum as proposed is as follows:

7.4.1 State the total sum of the Amount for the Work of the General Contractor plus all unnamed Subcontractors.

One Hundred Ninety-Three Thousand DOLLARS \$ 193,000.00 .
(Written)

IN SECTION 7.4.1 ABOVE, DO NOT INCLUDE
THE SUM OF THE AMOUNT LISTED IN SCHEDULE 7.4.2.

7.4.1.1 In accordance with Section 4.5 of this Bid Proposal Form, the amount of Work performed by the General Contractor must be at least 25 % of the total Proposal Contract Sum.

7.4.2.1 The undersigned agrees that each of the Named Subcontractors listed in Schedule 7.4.2 of the Bid Proposal Form will be used for the Work indicated at the amount stated, unless a substitution is permitted by the awarding authority as provided for in section 00100 Notice to Bidders.

7.5 Any Supplemental Bids listed in schedule 7.5, if accepted by the Owner, will be taken cumulatively and in numerical order as scheduled. No Supplemental Bid will be skipped or taken out of numerical order as scheduled. Supplemental Bids: Division 1, Section 01030 of the General Requirements identify and describe the Supplemental Bids as shown in Schedule 7.5.

SCHEDULE 7.5 – SUPPLEMENTAL BIDS			
Supplemental Bid No.: 1	Provide all labor, material and equipment to complete the Work in accordance with Division 1, Section 01030.		
ADD:	Six Thousand, Five Hundred (Written)	Dollars	\$ 6,500.00

7.6 The undersigned agrees that, if selected as General Contractor, the General Contractor shall, within seven (7) calendar and legal State holidays excluded, after presentation thereof by the awarding authority, execute a Contract in accordance with the terms of this Bid Proposal Form and Contract.

7.7 The undersigned agrees and warrants that they have made good faith efforts to employ minority business enterprises as Subcontractors and suppliers of materials under such Contract and shall provide the Commission on Human Rights and Opportunities with such information as is requested by the Commission concerning their employment practices and procedures as they relate to the current provisions of the Connecticut General Statutes governing Contract requirements.

SECTION 00030
GENERAL CONTRACTOR
BIDDERS QUALIFICATION STATEMENT
PAGE 1 OF 6

GENERAL CONTRACTOR
BIDDERS QUALIFICATION STATEMENT

PROJECT NO.: BI-MM-023-B

All bidders are required to file this form, properly completed, WITH THEIR PROPOSAL. Failure of a bidder to answer any question or provide required information may be grounds for the awarding authority to disqualify and reject their bid. If a question or request for information does not pertain to your organization in any way, use the symbol "NA" (Not Applicable). Use additional 8 1/2" x 11" sheets with your letterhead as necessary.

1. Indicate exactly the name by which this organization is known:

Name: PREMIER-NEW YORK, INC.

2. How many years has this organization been in business under its present business name?

Years: 14 years

3. How many years has this organization been in business as a General Contractor?

Years: 14 years

4. If this organization has not always been a General Contractor, list the trade(s) that your firm customarily performed prior to the time that you became a General Contractor:

4.1 n/a

4.2 _____

4.3 _____

5. Indicate all other names by which this organization has been known and the length of time known by each name:

5.1 n/a

5.2 _____

**SECTION 00030
GENERAL CONTRACTOR
BIDDERS QUALIFICATION STATEMENT
PAGE 3 OF 6**

10. All Construction Projects your organization has in process (attach separate sheets using the following format as necessary):

SEE ATTACHED

10.1 Specific Title & Location: _____

10.2 Contract Amount: _____

10.3 Description of your scope of work performed: _____

10.4 Owner: _____

10.5 Designer: _____

10.6 Start Date: _____

10.7 Finish Date: _____

*10.8 Any complaint on
Quality or Management None

10.9 Owners Representative: _____
(Name) Telephone Number

***Please attach a separate sheet explaining any negative entry in this row.**

SECTION 00030
GENERAL CONTRACTOR
BIDDERS QUALIFICATION STATEMENT
PAGE 5 OF 6

12. Has your organization ever failed to complete a contract, or has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a contract? If so, indicate the circumstances leading to the project failure and the name of the company which provided the bonding for the failed contract(s):

No

13. List all legal or administrative proceedings currently pending or concluded adversely within the last five years which relate to procurement or performance of any public or private construction contracts. (Exclude OSHA violations which are called for elsewhere in this statement.)

13.1 Attached: ☐

13.2 N/A: ☒

14. List all willful or serious violations of any Occupational Safety and Health Act (OSHA) or of any standard, order or regulation promulgated pursuant to such act, during the three-year period preceding the bid, provided such violations were cited in accordance with the provisions of any State Occupational Safety and Health Act or Occupational Safety and Health Act of 1970. Indicate whether these were abated within the time fixed by the citation or whether the citation was appealed. If appealed what is the status or disposition.

14.1 3/16/98 - Columbia University, New York, NY - Serious - Abated within time fixed.

14.2

14.3

15. Has your organization had any criminal convictions related to the injury or death of any employee in the three-year period preceding the bid. Please list any such convictions below.

15.1 No

15.2

15.3

NAME	TITLE	EDUCATION	EXPERIENCE	PREVIOUS EMPLOYMENT
Robert J. Bland	President/ Treasurer	BS-Univ. of Pennsylvania	20 years	Premier Roofing
Stacey G. Bland	Secretary	BA-Univ. of Pennsylvania	13 years	Conn. Mental Health
Anthony Antonucci	Controller	BS-Univ. of New Haven CPA - May, 1975	32 years	Carlin Contracting
John Morrissey	Special Projects Manager	BS - Central Connecticut State University	29 years	Premier Roofing
Angellna Rivera	Safety/OSHA & Asbestos Compliance Officer	AS - University of New Haven OSHA Certificate	13 years	Grand Light & Supply
Daniel Moriarty	Project Manager	Wentworth Institute Springfield Tech. College	28 years	Bridgeport Restoration Moriarty Corp Rtg Consultants
Stephen Pumphrey	Estimator	High School Graduate Porter & Chester Institute - CAD	19 years	Kaestle Boos, Architects General Drafting & Design, Inc.
Michael Green	General Supt.	High School Graduate	22 years	Titan Roofing
William Reiss	General Supt.	High School Graduate	16 years	Iannucci & Son Construction
Paul Lawrence	General Site Supt.	High School Graduate	16 years	Caesar's Roofing
James Mayo	Roofing Supt.	High School Graduate	14 years	Premier Roofing
Joseph Nunes	Roofing Foreman	High School Graduate	30 years	Premier Roofing
Mark Katz	Sheet Metal Shop Supt.	High School Graduate	27 years	Self-Employed
Robert Lamareux	Sheet Metal Supt.	High School Graduate	30 years	Premier Roofing
Charles Guglielmo	Sheet Metal Foreman	High School Graduate	30 years	Premier Roofing

PREMIER-NEW YORK, INC.

Roofing, Sheetmetal and Restoration Contractors
Front Avenue • P.O. Box 396 • West Haven, CT 06516

(203) 934-7995
FAX (203) 937-0591

BANKING

PEOPLE'S BANK
Commercial Banking
850 Main Street
Bridgeport, CT 06604-4913
Contact: Robert Massaro, Vice President
(203) 338-3954

**TRADE
REFERENCES**

BRADCO SUPPLY CORPORATION
130 Frontage Road
West Haven, CT 06516
(800) 767-2947
Contact: Bernie Regnier

BEACON SALES
P.O. Box 150
Somerville, MA 02143
(800) 225-1188
Contact: Don Hollingworth

COLONY HARDWARE
15 Stiles Street
New Haven, CT 06513
(203) 466-5252
Contact: Debbie Boltish

CHARGAR CORPORATION
299 Welton Street
Hamden, CT 06511
(203) 562-9948
Contact: Kathy Reynolds

FIRESTONE BUILDING PRODUCTS
Department 13664
Newark, NJ 07188
(317) 575-7000
Contact: Charles Miller

WEST HAVEN LUMBER
741 Washington Avenue
West Haven, CT 06516
(203) 933-1641
Contact: Jennnifer

<u>PREMIER-NEW YORK, INC.</u>		<u>PROJECTS IN PROCESS</u>		<u>BALANCE TO</u>	
1/31/99		PROJECT	CONTRACT AMOUNT	BILLED	COMPLETE
CONTRACTOR					
American Airlines		American Airlines LGA Hangars 3 & 5	1,345,300.00	687,300.00	658,000.00
Ansonia, City of		Shredder Building	121,300.00	119,300.00	2,000.00
BCM Environmental		JFK Airport Redevelopment Roadway	24,430.00	11,490.00	12,940.00
Bechtel/Fusco		Yale Payne Whitney Gym	504,875.00	487,190.00	17,685.00
Chappaqua U.F.S.D.		Westerchard School	481,400.00	444,130.00	37,270.00
Connecticut, State of		Kaynor RVTS, Waterbury, CT	842,249.00	837,249.00	5,000.00
Dimeo Construction		Yale University Linsly-Chittenden Hall	792,269.00	790,769.00	1,500.00
Dimeo Construction		Yale Med School - Harkness Hall	40,400.00	19,600.00	20,800.00
Dimeo Construction		St. Raphael's	194,000.00	108,358.00	85,642.00
Dormitory Authority, State of NY		Middletown Psychiatric Center	493,300.00	0.00	493,300.00
E & S Construction		Roger Ludlowe Middle School	65,945.00	65,704.00	241.00
Fusco Corporation		Yale New Residential Building	450,774.00	448,274.00	2,500.00
HRH Construction		Nordstrom Providence Place	405,000.00	362,717.00	42,283.00
HRH Construction		Wellington Tower	380,991.00	60,170.00	320,821.00
Hamden, Town of		Spring Glen School	274,400.00	0.00	274,400.00
Howell, E.W.		Cold Spring Harbor Laboratory	320,000.00	0.00	320,000.00
Hyatt Regency		Hyatt Regency Phase II	308,800.00	0.00	308,800.00
Jeffrey Brown Associates		Federal Express, New York, NY	179,000.00	0.00	179,000.00
Johnson Controls		Brooklyn Meat Market	34,200.00	28,840.00	5,360.00
Lewisboro School Dist.		John Jay Middle School	181,500.00	178,950.00	2,550.00
Kelly Construction		Yale Univ., 46 Hillhouse Avenue	132,500.00	0.00	132,500.00

PREMIER-NEW YORK, INC.		PROJECTS IN PROCESS		BALANCE TO COMPLETE	
1/31/99		CONTRACT AMOUNT		BILLED	
CONTRACTOR	PROJECT				
Ki Corp.	Polka Dot Playhouse	18,585.00	0.00	18,585.00	
L-M-B	866 3rd Ave. Common, Manhattan	528,250.00	526,250.00	2,000.00	
L-M-B	The Phillips Club Project	355,000.00	33,800.00	321,200.00	
Levine Builders	Somers Manor Nursing Home	520,211.00	510,211.00	10,000.00	
Monroe-Woodbury UFSD	Monroe-Woodbury New High School	96,500.00	93,670.00	2,830.00	
NY Dormitory Authority	Westchester County Courthouse	913,300.00	0.00	913,300.00	
Norwalk, City of	Lockwood-Mathews Mansion	80,902.00	79,702.00	1,200.00	
Scorcia & Diana Assoc.	Ironworkers Training Facility	114,300.00	0.00	114,300.00	
Seymour, Town of	Lopresti School	166,000.00	148,240.00	17,760.00	
S' Associates	Wards Island WPCP	195,217.00	192,967.00	2,250.00	
Slattery Associates	Wards Island 77G	75,600.00	69,600.00	6,000.00	
Turner Construction	Swiss Re America	2,780,706.00	2,750,069.00	30,637.00	
Turner Construction	Cider Mill School, Wilton, CT	588,000.00	193,885.00	394,115.00	
VRH Construction	New York Botanical Gardens	226,500.00	99,625.00	126,875.00	
VRH Construction	American Airlines Hangar #1	1,018,362.00	1,003,190.00	15,172.00	
VRH Construction	World Trade Center	322,000.00	180,125.00	141,875.00	
Velez Organization	Police Athletic League	283,095.00	279,560.00	3,535.00	
Walsh Construction	UConn Chemistry Building	1,038,501.00	1,031,001.00	7,500.00	
		16,893,662.00	11,841,936.00	5,051,726.00	

PREMIER-NEW YOF COMPLETED PRO	OWNER/ ARCHITECT/ GENERAL CONTRACTOR		CONTRACT AMOUNT	DATE COMPLETED	SYSTEM/ MANUFACT
Atlantic Center Site 5	Brooklyn, NY	A. Williams Construction	(718) 388-9479	1998	EPDM · Firestone
Bronx HS of Science	Bronx, NY	Volmar Construction	(718) 832-2444	1998	BUR · GAF IRMA
Swiss Bank	Stamford, CT	Turner Construction	(203) 925-0500	1998	Rubberized Asphalt · B arrett Hypalon · Haartz-Mason
Seymour Hollander Apartments	Bridgeport, CT	Vanguard Management	(203) 294-9335	1998	BUR · Manville
Timothy Dwight School	New Haven, CT	New Haven Board of Ed.	(203) 946-8785	1998	EPDM · Firestone
Quinnipiac School	New Haven, CT	New Haven Board of Ed.	(203) 946-8785	1998	EPDM · Firestone
Tweed-New Haven Aiport	New Haven, CT	City of New Haven	(203) 946-8285	1998	PVC · Genflex
Union Station	New Haven, CT	New Haven Parking Auth.	(203) 946-8930	1998	BUR · Manville
Monarch Electric	Fairfield, NJ	Steve Pereiman	(973) 227-4151	1998	PVC · GAF
27 High Street	Poughkeepsie, NY	Dutchess County DPW	(914) 486-2000	1998	BUR · Manville
Yale Music School	New Haven, CT	Barr & Barr, Inc.	(617) 482-0580	1998	Copper Roofing
Yale Residence Hall	New Haven, CT	Fusco	(203) 777-7451	1998	Copper Roofing
Yale Linsly-Chittenden Hall	New Haven, CT	Dimeo Construction	(401) 781-9800	1998	Copper Roofing Slate
Orange County Residential Health Care	Goshen, NY	E.W. Howell	(516) 621-1100	1998	EPDM · Firesotne Aluminum Metal
Dumont Housing	New Rochelle, NY	Gotham Construction	(212) 599-0520	1998	BUR · Johns Manville copper metal
Tanger Factory Outlet	Riverhead, NY	Construction 70	(612) 781-0100	1998	EPDM · Firestone
Center Elementary School	Willington, CT	Peter Abel Associates	(860) 295-9511	1998	EPDM · Firestone
Newtown Creek	Brooklyn, NY	Seacrest Construction	(516) 293-8800	1998	Hypalon · Haartz Mason
Fire Department Headquarters	Brooklyn, NY	Lehrer McGovern Bovis	(212) 592-6700	1998	Asphalt · American Hydrotech
Renaissance Technologies	Setauket, NY	HRH/Atlas Construction	(516) 752-8700	1998	EPDM · Carlisle
Pilgrim Psychiatric Center	West Brentwood, NY	Leon DeMattels Const.	(516) 285-5500	1998	EPDM · Firestone Metal Mansard
A & P Supermarkets	Stonington, CT	Burd Building Company	(203) 434-9755	1998	EPDM · Firestone
Hyatt Regency	Old Greenwich, CT	Benchmark Consultants	(319) 393-9100	1997	Modified-Siplast/Sarnafil
Riverside Square Mall Phase II	Hackensack, NJ	Brian Segarra	(201) 489-0151	1997	BUR · Tamko

PREMIER-NEW YORK COMPLETED PROJECT	OWNER/ ARCHITECT/ GENERAL CONTRACTOR	CONTRACT AMOUNT	DATE COMPLETED	SYSTEM/ MANUFACT
Eldorado, Elmwood, Spring Valley H.S.	Thomas Associates East Ramapo, NY	(609) 514-9333 1,526,235.00	1997	BUR · Manville
Colton School & Pomona Jr. H.S.	Thomas Associates East Ramapo, NY	(609) 514-9333 1,100,498.00	1997	BUR · Manville
Center School	Peter Abel, Architect Willington, CT	(860) 295-9511 198,000.00	1997	EPDM · Firestone
Firehouse 14	Wally Moritz, City Eng. Yonkers, NY	(914) 377-6213 143,300.00	1997	Modified · Hickman
General Electric	Turner Construction Ossining, NY	(516) 424-5900 607,996.00	1997	PVC · Firestone
Rev. Albert Callahan House	Donald Smith, Architect Seymour, CT	(203) 888-4904 111,415.00	1997	BUR · Manville
Senior Quarters	C & G Developers Lynbrook, NY	(516) 561-9500 126,000.00	1997	EPDM · Carlisle
Lord & Taylor	Advanced Roof Mgmt Garden City, NY	(508) 392-9964 317,639.00	1997	BUR · Manville
Bloomingtondale's	Gilman Construction Huntington, NY	(718) 786-6166 174,233.00	1997	BUR · temporary roof
JFK Junior High School	Baldassano Architects Deer Park, NY	(516) 864-2500 1,672,433.00	1997	Modified · Intec
Atlantic City Convention Center	Joe Dolan Atlantic City, NJ	(609) 344-2648 377,466.00	1997	Metal Roof Repair
Price Costco	Jeffrey Brown Associates Queens, NY	(212) 207-8766 173,022.00	1997	EPDM · Firestone
New York Cong. Home for the Aged	William Crow Construction Brooklyn, NY	(212) 594-0860 141,808.00	1997	BUR · Allied Signal
Tanger Factory Outlet	Firestone Riverhead, NY	(800) 428-4511 180,000.00	1997	EPDM · Firestone
Columbia Univ Center for Disease Prev.	HRH Construction Manhattan, NY	(212) 751-3100 425,000.00	1997	Liq Mem · American Hydrotech
Albert Einstein College	Lehrer McGovern Bovis Bronx, NY	(212) 592-6700 206,500.00	1997	BUR · Schuller
Pennybridge Manor Condos	Watsky Associates Irvington, NY	(914) 948-3450 397,000.00	1997	Shingles · Elk
JFK Airport Roadway Package 4	Scalamandre & Sons Jamaica, NY	(516) 868-3000 226,400.00	1997	BUR · Siplast
King Kullen Store #45	THC Realty Development New Hyde Park, NY	(516) 997-0490 161,501.00	1997	EPDM · Firestone
Island Park Schools	Turner Construction Island Park, NY	(516) 424-5900 1,025,422.00	1997	BUR · Siplast
Astoria Park Health Care	Khalsa Group Bridgeport, CT	(203) 387-5767 141,230.00	1997	EPDM · Firestone
Brooklyn Wholesale Meatmarket	Turner Construction Brooklyn, NY	(718) 630-2440 1,367,300.00	1996	BUR · Siplast
Price Costco	Jeffrey Brown Associates Queens, NY	(212) 207-8766 175,151.00	1996	EPDM · Firestone
Hewlett-Woodmere Library	Turner Construction Hewlett, NY	(516) 424-5900 324,983.00	1996	BUR · Schuller Shingles
2				

Department of Public Works
Recommend for Contract Award

Attachment #4

TO: Jan Young, Purchasing Services Officer 2
165 Capitol Ave., Hartford, CT – Room G-9A

FROM: _____, Project Manager
165 Capitol Ave., Hartford, CT – Room _____

DATE: _____

Project Name: _____ No: _____

Award Contract To: _____

Bid Opening Date: _____

Base Bid: _____ Suppl. "A" _____ Suppl. "B" _____

DPW Construction Cost Estimate: _____ Dated: _____

NOTE: ANY SIGNIFICANT VARIANCES BETWEEN BASE BID AND DPW CONSTRUCTION COST ESTIMATE
SHOULD BE EXPLAINED UNDER "REMARKS" BELOW.

Construction Budget
Bids Received
Funds Required

Construction: _____
Suppl. "A": _____
Suppl. "B": _____

Remarks: _____

1. Threshold Project: Yes/No _____ (Please indicate)
2. Building Permit
Received (Date): _____

Not Required: _____
3. Construction Administered by: (circle one)
DPW Const. / Const. Management

Submitted by:

Project Manager Date

Approved by:

Team Leader Date

cc: R. Sears – Accounting
A. Maurice – Construction Services
S. Kitowicz – Capital Budget & Bonding
Project Manager
Team File (right side)

DEPARTMENT OF PUBLIC WORKS
BIDDING & CONTRACT SECTION
PROJECT STATUS REPORT
AS OF March 16, 1999

PROJECT NUMBER	PROJECT TITLE	PROJECT RECEIVED FROM TERM COST EST. COMPLETION TIME	ADJ. % S/A MEI.	BID OPENING	60 DAY EXP. EXTEND	BID TAB (TO TERM) RECOM. AWARD FROM TERM CONTRACT
BI-M-023-B	RWC & Roofing Replacements Dept. of Motor Vehicles Harden Regional Branch Off. Harden/Giddix (D) Bkt. 2171	12-14-98 \$261,682 120cd	02-05-99 25% 6.25%	03-10-99 Add. # 1,2	05-10-99	3-18-99
BI-Q-565	Bldg. #9 Barracks Quarters, Camp Rowland East Lyne/Jellison Bkt. 2171 (J)	1-6-99 \$2,071,932 365cd	1-15-99 N/A	2-17-99 Add.#1,2	4-17-99	
BI-Q-591	Indoor Range & Squad Combat Simulator (IRASCS) Camp Rowland Military Res. Natick/Jellison (G) Bkt. 2171	2-8-99 \$370,679 195 cd	2-26-99 25% 6.25%	4-7-99	6-7-99	
BI-RD-211	Wetland Fill Removal & Basking Lot Grading, WCSU WCSU Westside Campus Dedbury/McCam (W)	1-6-99 \$637,500. 180 cd	1-15-99	2-17-99 Add. #1,2	4-17-99	2-22-99 = 2-24-99 Terry Contract. Materials, Inc.
BI-RS-194	Jennings Hall Renovations SCSU New Haven/Balumbo Bkt. 8185 (J)	08-18-98 \$230,000. 180 cd	09-04-98 25% 6.25%	10-14-98 Add.#1,2	12-14-98 ON HOLD	

Step #19

PRE-ENCUMBER FUNDS

Note: The funds are not needed until we get the approval back from CHRO.

After the Recommend for Award memo is returned by the Project Manager, file the project folder in the 2nd or 3rd drawer of the beige lateral cabinet.

PSO then will:

- 1.0 Fill in "Recommend of Award from Team/Contractor" column on Status Report.
- 2.0 Project Accounting will advise us via e-mail when funds are available.
- 3.0 Go into BOSS. Look up the project number and use the SAAAS-Numeric number for the "Activity" and "Extension." Pre-encumber funds.
- 3.0 After you pre-encumber funds type up a Purchase Requisition (**Attachment #2**). Fill in date "available" on the project folder.
- 4.0 Enter BOSS/SAAAS system under the "D" or "C" account.
 - Add a Purchase Requisition (Buyer Code = R).
- 5.0 Send the Purchase Requisition (**Attachment #3**) to Project Accounting, and attach:
 - the Bid Tab Memo to P.M.
 - the PM's Recommend Letter
 - a copy of the original Bid Tab, and
 - a copy of the Pre-encumbrance Report showing the pre-encumbered amount in the Unencumbered Balance column.
- 6.0 Project Accounting will send a memo back to us regarding Availability of Funds for Contract Award; file it in our project folder (**Attachment #4**).

Note: Allotment process is: From Bonding Commission to OPM. Once OPM approves and signs off they distribute. It goes to the Comptrollers. (They do a distribution out of OPM on allotments and the agency may get it before Project Accounting does.) It comes to Project Accounting and they post it on the system. Then funds can be pre-encumbered and P.O.s cut if necessary.

PROCEED TO STEP #20.

– END –

Pre-encumbrance Report

Report Date: 10/20/1999

Page: 1

ATTACHMENT #1

Accty	Fund	Sid	Mj	Min	Func	Activity	Extensn	Unencumbered Balance		Net Appropriation
	3851	030	10	020	6201	270001326	0000734	0.00	0%	44,700.00
	3851	030	10	020	6201	290001326	0000734	100.00	1%	15,500.00
9001	3831	050	10	010	0101	210001326	0000734	2,030.00	100%	2,030.00
9001	3831	050	10	010	0101	220001326	0000734	0.00	0%	6,500.00
9001	3831	050	10	020	0101	230001326	0000734	183.53	0%	0.00
9001	3831	050	10	010	0101	270001326	0000734	0.00	0%	8,470.00
9001	3831	050	01	010	0101	600001326	0000734	10,695.31	31%	35,000.00
9001	3851	010	10	010	0101	210001326	0000734	0.00	0%	93,500.00
9001	3851	010	10	010	0101	220001326	0000734	0.00	0%	3,125,865.00
9001	3851	010	10	010	0101	240001326	0000734	0.00	0%	13,333.69
9001	3851	010	10	010	0101	250001326	0000734	0.00	0%	103,825.00
9001	3851	010	10	010	0101	280001326	0000734	7,700.00	10%	75,000.00
9001	3851	010	10	010	0101	500001326	0000734	0.00	0%	10,000.00
9001	3851	010	01	010	0101	600001326	0000734	0.00	0%	100,077.31
9001	3901	010	10	010	0101	310001326	0000734	571,324.00	100%	571,324.00
9001	3901	010	10	010	0101	360001326	0000734	1,055,684.22	48%	2,200,000.00
9001	3921	010	10	010	0101	210001326	0000734	0.00	0%	0.00
9001	3921	010	10	010	0101	220001326	0000734	0.00	0%	2,951,720.00

PRESS <RETURN> TO CONTINUE

9001	3921	010	10	010	0101	240001326	0000734	0.00	0%	1,954,679.00
9001	3921	010	10	020	0101	240001326	0000734	0.00	0%	0.00
9001	3921	010	10	010	0101	260001326	0000734	0.00	0%	24,500.00
9001	3921	010	10	010	0101	270001326	0000734	0.00	0%	0.00
9001	3921	010	10	010	0101	280001326	0000734	0.00	0%	0.00
9001	3921	010	10	010	0101	310001326	0000734	5,623,277.00	14%	39,339,446.75
9001	3921	010	10	020	0101	310001326	0000734	0.00	0%	0.00
9001	3921	010	10	010	0101	330001326	0000734	0.00	0%	0.00
9001	3921	010	10	010	0101	350001326	0000734	0.00	0%	0.00
9001	3921	010	10	010	0101	360001326	0000734	1,861,180.59	76%	2,447,227.00
9001	3921	010	10	010	0101	500001326	0000734	20,000.00	5%	442,309.00
9001	3921	010	01	010	0101	600001326	0000734	1,818.37	0%	647,612.00
9001	3931	180	10	010	0101	310001326	0000734	6,914,000.00	100%	6,914,000.00

PRESS <RETURN> TO CONTINUE

PURCHASE REQUISITION

DPW-PR-1 New 2/95

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC WORKS

PW 34445

BUREAU NAME AND ADDRESS <i>Bidding & Contracts</i>					
DATE REQ. REC'D BY PURCH.	PURCHASE ORDER DATE	PURCHASE ORDER NO.	VENDOR'S DELIVERY DATE	TYPE OF PURCHASE ORDER <input type="checkbox"/> Confirming <input type="checkbox"/> Original	
QUOTE NO.	QUOTE DATE	CASH DISCOUNT TERMS	F.O.B. (Delivered unless noted here)		
DELIVER TO (Address) <i>D.P.W. Platt Key V.T. School Milford, CT</i>		(Attention of) <i>R. Decker 713-5614</i>	Check "YES", if Emergency order placed with vendor. Prior Purchasing approval necessary. <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE MATERIAL REQUIRED (Exact date-NOT ASAP)	REQUISITION DATE Send to Fiscal Services Office or when Emergency order placed)
TO: <i>G. Donovan Associates, Inc. P.O. Box 857 Baltic, CT 06330</i>			<input type="checkbox"/> COMPETITIVE <input type="checkbox"/> NON-COMPETITIVE		
			SMALL BUSINESS SET ASIDE STATUS		
			FEDERAL IDENTIFICATION NO. <i>06-1390750</i>		

ITEM NO.	DESCRIPTION (Describe in detail - Include Brand, model or catalog number, if available)	NO. OF UNITS ORDERED	UNIT (i.e., lb. gal., ea.)	UNIT PRICE	AMOUNT
-	<i>G. Donovan Associates, Inc. RT-797/ 7001-797 alter 1. Improv. for Disabled Persons Access + Fire Safety Code Improve at Platt Regional Voc. Tech School Milford, CT</i>				<i>7987,000.00</i>
ESTIMATED COST \$					

LINE NO.	COMMITTED AMOUNT	AGENCY *	COST CENTER		OBJECT	AGENCY TAIL		EXTENSION	F.Y.
			FUND	SID		FUNC. *	ACTIVITY *		
							<i>31000</i>		
NAME AND NUMBER OF PROJECT OR RESERVATION, IF APPLICABLE <i>Platt Key Voc Tech School Improvements</i>					SUGGESTED VENDOR (Optional) <i>7001-797</i>			PREPARED BY	

APPROVALS	
APPROVING UNIT (Section Supervisor)	BUREAU HEAD / DESIGNEE
DATE	DATE
	ADD'L APPROVAL
	PURCHASING AUTHORITY
	DATE

* Write out

PURCHASING UNIT

Step 19
Attachment #3

MEMORANDUM

TO: G. Knapsack
DPW, Project Accounting – Room 208 - S.O.B.

FROM: D. Schroeder, PSO 1 *Dalores*
DPW, Procurement, Room G-35

DATE: December 6, 2001

SUBJECT: **Availability of Funds**
Automatic Sprinkler Installation
Ella T. Grasso Center
Stratford, Connecticut
Project: BI-NN-623

Attached you will find the following documents:

- Bid Tab (copy)
- Bid Tab Memo to Project Manager
- Project Manager's Recommend Letter
- Pre-encumbrance Report (copy)

Please forward to me your memo regarding the Availability of Funds for the Contract Award.

:das

xc: File

Send Reg. to Glean & attach:
1) Bid Tab memo to P.M.
2) Recommend Ltr
3) cc of original Bid Tab
4) cc of Pre-encumbrance Report



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC WORKS

BIDDING SECTION

MAY 27 9 53 AM '99



T. R. Anson
Commissioner

TO: Mellanee Walton, Bidding & Contracts

FROM: Robert Sears, Unit Supervisor, Project Accounting

DATE: May 27, 1999

SUBJECT: Availability of Funds for Contract Award.

Funds are available to permit the awarding of a contract to:

Name of Contractor: Falvey Corporation

Address: Killingworth, CT.

Project Description: Entry And Paving Modifications
Sherwood Island State Park
Westport, CT.

Project Number: BI-T-523, (3100-523).

Contract Number (Res/PO): E-RR 0178953100

Account Number(s): 3981-3100-080-10-020-0401-310003100-523

Amount of Contract: \$3,223,532.00

Funds for this award have been allotted.

cc: Al Herring
Team Leader
Accounting File

Step #20

Process the Employment Information Form Letter (Formerly the EO 3-1 Letter) (when Recommend for Award is returned by the P.M.)

- 1.0 The Employment Information Form (EIF) letter is sent to the low bidder when the Recommend Contract Award is received.
- 2.0 Fill in the Bid Tab at the bottom with the Contractor's name, city and state, the award amount and, if there are any supplementary bids.
- 3.0 Place the Recommend behind the Bid Tab memo to P.M. and put on top of the project folder.
- 4.0 Insert the project number and the date due back to DPW on the EIF form and send out the EIF letter giving the contractor two (2) weeks/ten (10) working days from the date of the letter to comply.
- 5.0 Once typed and signed, make two (2) copies of the EIF letter: one (1) copy is to be put in the project folder with the project number highlighted, send one (1) copy to the Project Manager, and mail the original along with the attachments to the contractor.
 - staple one (1) copy of the Wage Rates to the Wage Certification Form;
 - attach two (2) sets of the Affidavit for Certification of Subcontractors as MBE's form (They will keep one set and send one set back to us.
 - attach (1) copy of the Vendor Data Form
- 6.0 On the front of the folder, indicate the date we sent it and the date we requested the information back. Also indicate what else we sent them, which is usually the Wage Certificate (W/C), Request for a Subcontractor List (S/C), Request for the Federal Employer's Identification Number (FEIN), and a Vendor Data Form (VDF).
- 7.0 When these items come back, cross off the things that we received and put the date received on the front of the folder.

8.0 Set up information for Affirmative Action. Assemble the following:

- original Employment Information Form.;
- a copy of their letterhead listing their named subcontractors
- the original Affidavit for Certification of Subcontractors as MBE's.

These forms are stapled together and put in the PSO's EIF folder marked CHRO/A.A. in project number order. ***(Hold this package until the contract is signed, then it will be sent to Affirmative Action with a cover letter.)***

9.0 Move the folder down to the 3rd or 4th drawer of gray file cabinet.

10.0 If we receive the Wage Certificate Form, it gets filed in the PSO's Wage Rates folder. If we don't, take a white lined sheet of paper and put today's date, the project number and Wage Certificate to D.O.L. and put this in the Wage Rates folder. Write on the left-hand side of the stamp on the project folder, that the Wage Certification was sent (by the Contractor) to the Department of Labor. ***(Hold this until after the contract signing.)***

11.0 When we receive the contractor's FEIN number make a copy. On the original letter write "cc: Project Accounting" and the date. On Project Accounting's copy, highlight the project number, the FEIN number and send to them. Staple the original of the FEIN letter, the Named Subcontractor Letter and the Vendor Data form all together and put in the project folder.

DO STEP #21 NOW ALSO. (ASK FOR THE AFFIRMATIVE ACTION PLAN.)

– END –



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS



T. R. Anson
Commissioner

Date:

Mr. _____, title _____
Contractor name _____
Street address _____
City, state, zip code _____

Re: (Description of project) _____
(Street address) _____
(Town, State) _____
Project No.: _____

G:\DIYOBIDFORMSMASTER/
CONTRACTDOCUMENTS/New Emp.
Info Form

Dear:

After review of the bids submitted for this project, which were opened on _____,
it has been determined that your firm is the lowest responsible and qualified bidder. Before an
award can be made, the following information is required from you, on the forms provided:

1. Completed Commission on Human Rights and Opportunities (CHRO)
Employment Information Form. Return one signed and dated copy to us.
(Please note that this form replaces the old Department of Labor's E.O. 3-1
form.)
2. Wage Certification form must be signed, sealed and returned along with
attached schedule of prevailing wage rates to the Department of Labor as
noted on form.
3. We are sending you two Affidavit for Certification of Subcontractors as
Minority Business Enterprises (MBE) forms, which are to be filled out in
duplicate with seals affixed, if appropriate. When completed, send one set of
originals to this office and retain the second set of originals for your file.

Note: If no named subs, delete this sentence and item #4.

4. On your letterhead, provide us with a listing of all named subcontractors for
this project indicating company name and address and name of contact
person.
5. On your letterhead, provide us with your Federal Employer Identification
Number and Connecticut Tax Registration Number.
6. Completed Vendor Data Form.

Continued...

Contractor's Name
Page 2
Date

Please return all of the above to this office by (10 working days), Attn: (PSO's name). If you have any questions you may contact me at: Tel: (860) 713-5792 5794 5796; Fax: (860) 713-7395.

Sincerely,

PSO name
Purchasing Services Officer 1

Enclosures

xc: , Project Manager
File

(Rev. 3/24/03)

EMPLOYMENT INFORMATION FORM

STATE OF CONNECTICUT

COMMISSION ON HUMAN RIGHTS & OPPORTUNITIES

WORKFORCE ANALYSIS AFFIRMATIVE ACTION REPORT

(Rev. 5/3/02)

BIDDER/CONTRACTOR		CONTACT PERSON				DATE			
ADDRESS		PHONE NUMBER				PROJECT NUMBER			

Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the numbers on all lines and in all columns.

JOB CATEGORIES	OVERALL TOTALS (Sum of all Columns, A thru E, Male and Female)	A WHITE (NOT OF HISPANIC ORIGIN)		B BLACK (NOT OF HISPANIC ORIGIN)		C HISPANIC		D ASIAN OR PACIFIC ISLANDER		E AMER. INDIAN OR ALASKAN NATIVE	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Officials and Managers											
Professionals											
Technicians											
Sale Workers											
Office and Clerical											
Craft Workers (Skilled)											
Operatives (Semi-skilled)											
Laborers (Unskilled)											
Service Workers											
TOTALS ABOVE											
COMPANY OFFICIAL – SIGNATURE AND TITLE										DATE SIGNED	

Please complete this form and return by, 2003 (10 calendar days) to the State of Connecticut, Department of Public Works, Procurement, 165 Capitol Avenue – Room G-35, Hartford, CT 06106.

CONNECTICUT DEPARTMENT OF LABOR
WAGE AND WORKPLACE STANDARDS DIVISION
CONTRACTORS WAGE CERTIFICATION FORM

I, _____ of _____
Officer, Owner, Authorized Representative Company Name

do hereby certify that the _____
Company Name

Street

City

and all of its subcontractors will pay all workers on

Project Name and Number

Street and City

the wages as listed in the schedule of prevailing rates required for such
project (a copy of which is attached hereto).

Signed

Subscribed and sworn to before me this _____ day of
_____, 20 ____.

Notary Public

Return to: Connecticut Department of Labor
Wage & Workplace Standards Division
200 Folly Brook Boulevard
Wethersfield, Connecticut 06109

Date issued:

Minimum Rates &
Classifications for
Building Construction

STATE OF CONNECTICUT
LABOR DEPARTMENT
PREVAILING WAGE RATES

PROJECT NUMBER: BI-MM-023-B

COUNTY: New Haven

CONTRACT: HVAC And Roofing Replacements at the Dept. of
Motor Vehicles, Hamden

By virtue of the authority vested in the Labor Commissioner under provisions of Section 31-53 of the General Statutes of Connecticut, as amended, the following are declared to be the prevailing rates and welfare payments and will apply only where the contract is advertised for bid within 20 days of the date on which the rates are established. Any contractor or sub-contractor not obligated by agreement to pay to the welfare and pension fund shall pay this amount to each employee as part of his hourly wage.

CLASSIFICATION	HOURLY RATE	
1a) Asbestos/Insulator	22.95	
1b) Asbestos/Toxic Waste Removal Laborers: Asbestos removal and encapsulation (except it's removal from mechanical systems which are to be scrapped), toxic waste removers, blasters.	18.50	
1c) Hazardous Material Handler: Includes preparation, wetting, stripping, removal, scrapping, vacuuming, bagging and disposing of all insulation materials, whether they contain asbestos or not, from mechanical systems	17.50	
2) Boilermaker	24.39	7.56 + 12%
3a) Bricklayer, Cement Mason, Cement Finishers, Plasterers, Stone Masons	22.35	8.70
3b) Tile Layers, Marble Masons, Mosaic Terrazzo Workers	22.00	8.75
3c) Terrazzo Finishers	19.00	8.15
3d) Marble & Tile Finishers	17.00	7.55

*Save this extra
copy (this went
into our specs)
per Gail.*

*D.
1/29/99*

AS OF: 01/27/99

-----LABORERS-----

Group 1: Laborers, carpenter nders, wrecking laborers, fire watchers	16.75	6.90
4a) Group 2: Jackhammers operators, mason tenders, mortar mixers, pipelayers, plasterer tenders, power buggy operators, powdermen	17.00	6.90
4b) Group 3: Air track operators, wagon drill operators, sand blasters	17.25	6.90
4c) Group 4: Asbestos removal and encapsulation (except it's removal from mechanical systems which are not to be scrapped), toxic waste removers, blasters	18.50	6.90
4d) Group 5: Bottom men on open air caisson, cylindrical work and boring crew	16.50	6.90
4e) Group 6: Top men on open air isson, cylindrical work and ring crew	16.00	6.90
5) Carpenter, Acoustical Tile Worker, Concrete Form-Wood Builder, Floor Covering	19.60	7.20
5b) Millwrights	20.35	7.20
6) Electrical Worker, Cable Splicer (electric)	22.90	9.02 + 3.75%
7a) Elevator Constructor	29.35	6.675 +a+b
8) Glazier	23.41	6.68 + a
9) Ironworker, Steel Worker (structural/ornamental), Rigger, Steel Book Stack Erector, Reinforced & Precast Concrete Erection	24.05	13.33 + a

-----OPERATORS-----

Group 1: Crane erecting or handling structural steel or stone,	25.05	8.95 + a
-------------------------------------------------------------------	-------	----------

stiff leg or guy derrick, tower
crane, hoisting engineer 2 drums or
er, front end loader (7 cubic
rds or over).

Group 2: Lattice boom crane, backhoe over 2 cubic yards, piledriving.	24.77	8.95 + a
Group 3: Backhoe, hydraulic crane, gradall, master mechanic, hoisting engineer (all types of equipment where a drum and cable are used to hoist, pull or drag material regardless of motive power or operation).	24.12	8.95 + a
Group 4: Trenching machines.	23.77	8.95 + a
Group 5: Asphalt spreader, concrete pumps, drills with self contained power units, combination hoe and loader 1/4 yd. and over.	23.25	8.95 + a
Group 6: Front end loader (3 up to 7 cubic yards), grader.	22.98	8.95 + a
Group 7: Asphalt roller, concrete pumps and cutters (ride on types), cutter concrete cutter, carryall (scraper), bulldozer, combination hoe and loader under 1/4 yd.	22.68	8.95 + a
Group 8: Mechanic, grease truck operator, hydroblaster.	22.33	8.95 + a
Group 9: Front end loader (under 3 cubic yards), skid steer loader (regardless of attachments), forklift, finishing machine.	21.95	8.95 + a
Group 10: Vibratory hammer.	21.44	8.95 + a
Group 11: Conveyor, compaction roller, power pavement breaker (whiphammer), robot demolition equipment.	20.15	8.95 + a
Group 12: Wellpoint operator.	20.15	8.95 + a
Group 13: Compressor battery operator.	19.58	8.95 + a

Group 14: Elevator operator, tow motor.	18.55	8.95 + a
Group 15: Generator operator, compressor operator, pump operator, welding machine operator.	18.18	8.95 + a
Group 16: Maintenance engineer.	17.58	8.95 + a
-----PAINTERS-----	.	.
10a) Brush and Roller	19.78	7.30
10b) Tapers	20.28	7.30
10c) Paperhangers	20.28	7.30
10d) Red Label Products, Epoxy Materials	20.28	7.30
10e) Blast and Spray (Red Label)	23.28	7.30
10f) Sandblasters and Spraymen	22.78	7.30
10g) Tanks, Towers, Swingstage, Boatswain Chair, Riding Steel, All Tanks, Pipes and Vessels Inside, and Hazardous Work of Similar character	21.78	7.30
11) Plumber	24.02	9.60
12) Post Digger, Well Digger, Pile Testing Machine	22.25	9.05 + a
13) Roofer (flat & composition)	22.65	7.20 + a
14) Roofer (slate & tile)	22.65	7.20 + a
15) Sheetmetal Worker	22.73	12.14
16) Steamfitter	24.02	9.60
-----TRUCK DRIVERS-----	.	.
17a) 2 Axle	17.83	7.01 + a
17b) 3 Axle, 2 Axle Ready Mix	17.93	7.01 + a
17c) 3 Axle Ready Mix	17.98	7.01 + a
17d) 4 Axle, Heavy Duty Trailer up to 40 tons	18.03	7.01 + a

17e) 4 Axle Ready Mix, Specialized Earth Moving Equipment (Other Than Conventional Type on-the-Road Trucks and Semi-Trailers, Including Euclids)	18.08	7.01 + a
17f) Heavy Duty Trailer (40 Tons and Over)	18.13	7.01 + a
18) Sprinkler Fitter	26.15	8.85 + a

WELDERS: Rate for craft to which welding is incidental.

*NOTE: Hazardous waste removal work receives additional \$1.50 per hour for power equipment operators and \$1.00 per hour for truck drivers.

All classifications that indicate a percentage of the fringe benefits must be calculated at the percentage rate times the "base hourly rate".

Apprentices duly registered under the Commissioner of Labor's regulations on "Work Training Standards for Apprenticeship and Training Programs" Section 31-51-d-1 to 12, are allowed to be paid the appropriate percentage of the prevailing journeymen hourly base and the full fringe benefit rate, providing the work site ratio shall not be less than one full-time journeyperson instructing and supervising the work of each apprentice in a specific trade.

FOOTNOTES
STATE OF CONNECTICUT
LABOR DEPARTMENT

PLEASE NOTE: If the "Benefits" listed on the schedule for the following occupations includes a letter(s) (+ a or + a + b for instance), refer to the information below.

If the "Benefits" section for the occupation lists only a dollar amount, disregard the information below.

CARPENTERS, DIVER TENDERS, DOCKBUILDERS, PILEDRIVERS (HEAVY & HIGHWAY CONSTRUCTION)

- a. PAID HOLIDAYS: Memorial Day, Independence Day, Labor Day, provided the employee works 3 days during the week of the holiday and the working day before and after the holiday, if scheduled.

ELECTRICIANS: Fairfield County: West of the Five Mile River in Norwalk

- a. Employer contributes \$3.50 per hour per worker to Security Benefit Fund not to exceed \$24.50 per day.

ELEVATOR CONSTRUCTORS: Mechanics

- a. PAID HOLIDAYS: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, plus the Friday after Thanksgiving.
- b. VACATION: Employer contributes 8% of basic hourly rate for 5 years or more of service or 6% of basic hourly rate for 6 months to 5 years of service as vacation pay credit.

GLAZIERS:

- a. PAID HOLIDAYS: New Year's Day, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving Day and Christmas Day.
- b. PAID HOLIDAYS: Labor Day, provided the employee has worked any part of the week prior to Labor Day and any part of the week after Labor Day.

- c. PAID HOLIDAYS: Labor Day, Christmas Day, Washington's Birthday, Memorial Day, Columbus Day, Thanksgiving Day, New Year's Day, Good Friday and Independence Day.

POWER EQUIPMENT OPERATORS (HEAVY & HIGHWAY CONSTRUCTION,
BUILDING CONSTRUCTION)

- a. PAID HOLIDAYS: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day, provided the employee works 3 days during the week in which the holiday falls, if scheduled, and if scheduled, the working day before and the working day after the holiday.

IRONWORKERS

- a. PAID HOLIDAYS: Last four working hours on Christmas Eve and New Year's Eve are paid holidays, provided the employee has been on the employer's payroll for the five consecutive days prior to Christmas Eve and New Year's Eve.

LABORERS (TUNNEL CONSTRUCTION)

- a. PAID HOLIDAYS: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

ROOFERS:

- a. PAID HOLIDAYS: July 4th and Labor Day, provided the employee is employed 15 days prior to the holiday; and Christmas Day, provided the employee has worked in a shop on or after December 11th.

SPRINKLER FITTERS:

- a. PAID HOLIDAYS: Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day, provided the employee has been in the employment of a contractor 20 working days prior to any such holiday.

TRUCK DRIVERS (HEAVY & HIGHWAY CONSTRUCTION, BUILDING
CONSTRUCTION)

- a. PAID HOLIDAYS: New Year's Day, Memorial Day,

AS OF: 01/27/99

Independence Day, Labor Day,
Thanksgiving Day, Christmas Day, and
Good Friday, provided the employee has
at least 31 days service and works the
last scheduled day before and the first
scheduled day after the holiday.

**Affidavit for Certification of Subcontractors
as Minority Business Enterprises (MBE)**

*(to be completed only for subcontractors not certified as MBE's
by the Department of Administrative Services)*

To document the good faith efforts of the below named state contractor to include minority business enterprises as subcontractors (for services and/or material suppliers) on the state project also identified below, I certify that the following subcontractors meet the criteria for minority business enterprises set forth in CONN. GEN. STAT. § 4a-60(b). I attest that each named minority business enterprise will be contracted by the named state contractor to participate on the identified state project as a subcontractor.

The subcontractors being identified to be bona fide minority business enterprises are:

Subcontractor Name	Complete Address	Subcontractor's Principal Officer's Name

(use additional sheets as necessary)

I further certify and affirm that I have read and understand the contract compliance requirements codified at CONN. GEN. STAT. Sections 4a-60 & 46a-71(d), and the Contract Compliance Regulations codified at Sections 46a-68j-21 through 43 of the Administrative Regulations of Connecticut State Agencies. I also understand that any false statements made herein are punishable by law.

(state contractor legal name)

(type full printed name and title of official submitting this affidavit on behalf of contractor)

(state project number)

(signature of official)

Department of Public Works

(state awarding agency)

(date of affidavit)

Subscribed and sworn to before me, this _____ day of _____ 20____

Notary Public/Commissioner of the Superior Court
My Commission expires_____

Please complete this form and return by _____, 2003 (10 calendar days) to the Department of Public Works, Procurement, 165 Capitol Avenue – Room G-35, Hartford, CT 06106.

VENDOR DATA FORM

Please supply the information requested below.
IT IS IMPORTANT THAT THIS INFORMATION BE EXACTLY CORRECT OR
SIGNIFICANT DELAYS IN PROCESSING THE CONTRACT MAY RESULT.

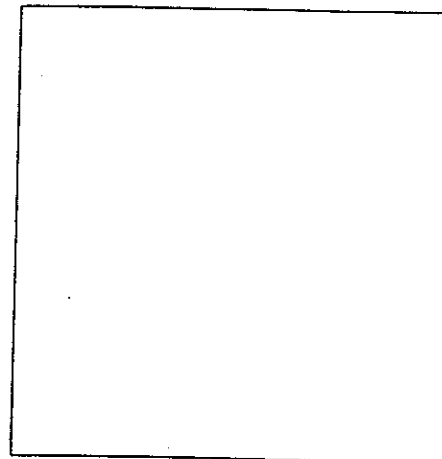
Name of Firm: _____
(This name must be your exact legal entity.)

Mailing Address of Firm: _____

Type of Business (check one)

- ____ Corporation
____ Partnership
____ Sole Proprietor
____ Doing Business As (d/b/a), if yes,
complete below:

Sample of Corporate Seal, if a Corporation



Exact Wording on Corporate Seal:

I verify that the above information is true and complete:

Signed Title Date

Print name

Once completed please mail to:

Purchasing Services Officer I
Department of Public Works
165 Capitol Avenue, Room G-35
Hartford, CT 06106
Tel: (860) 713-579
Fax: (860) 713-7395



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC WORKS



All State Boiler Work, Inc.
449 Cooke Street
Farmington, CT 06032

T. R. Anson
Commissioner

Attn: Mr. Tim Foley, Regional Manager

Re: Replacement of Boiler No. 3
Southbury Training School
(DPW Building No. 56490)
Southbury, CT
Project No.: BI-B-331

Date: April 9, 1999

Dear Mr. Foley:

After review of the bids submitted for this project, which were opened on March 17, 1999, it has been determined that your firm is the lowest responsible and qualified bidder. Before an award can be made, the following information is required from you, on the forms provided:

1. Completed E.O. 3-1 form
2. Wage Certification form must be signed, sealed and returned along with attached schedule of prevailing wage rates to the Department of Labor as noted on form.
3. Contractor's Minority Business Enterprises Utilization Form and Affidavit are to be filled out in triplicate. Send original to CHRO Contract Compliance Unit, 21 Grand Street, Hartford, CT 06106. Return a copy to this office and retain copy for your file.
4. On your letterhead, provide us with your Federal Employer Identification Number and Connecticut Tax Registration Number.
5. Completed Vendor Data Form.

Please return all of the above to this office by April 23, 1999, Attn: Dolores Schroeder. If you have any questions you may contact me at: Tel: (860) 566-2346; Fax: (860) 566-1057.

Sincerely,

Dolores Schroeder
Purchasing Services Officer 1

cc: Richard Colbert, Project Manager
File

Step #21

Affirmative Action Plan Requirements

Note: *The Affirmative Action Plan requirements should be sent out at the same time as the Employment Information Form letter.*

- 1.0 An Affirmative Action Plan is required for projects over \$500,000. A Certified letter (**Attachment #1**), with copies of an outline of a sample Affirmative Action Plan (**Attachment #2**) and CHRO's regulations (**Attachment #3**) is sent by the PSO to the apparent low bidder regarding their Affirmative Action Plan.
- 2.0 Mark the date sent on the front of the project folder and on the Status Report. The low bidder is to submit their plan to CHRO within thirty (30) days of the receipt of the letter. The low bidder is also instructed to send a copy of the transmittal to the Bidding & Contracts PSO.
- 3.0 A copy of this letter goes on top of the project folder with the project number highlighted.
- 4.0 When the PSO receives a copy of the G.C.'s letter to CHRO, the PSO staples it to the Affirmative Action Letter and leaves it on the outside of the project folder until we receive approval of their plan from CHRO. On our project folder (in the Date Return column) and on the Status Report, record the date we received the transmittal letter.
- 5.0 If CHRO asks for more information place the letter on top of folder under the rubber band. Call the contractor in two weeks to see what the status is of CHRO's request.
- 6.0 When the approval from CHRO is received, record the date received on the project folder (in the AA Letter, Date Rec. column), and also on the Status Report.
- 7.0 If we do not receive a copy of CHRO's response to the G.C. 60 days after the G.C. submits their Affirmative Action plan to CHRO, we may proceed to award a contract.

(PSO will need to type a memo, "Contract Award – Part II, Chapter 60 C.G.S." for B. Cornish's signature if the contract is awarded and it has been 60-days after the G.C.'s Affirmative Action Plan has been sent to CHRO.
Please refer to Step # 27, Item #5.)

- 8.0 Provided funding is in place, and if you have all of the documents you need, proceed to **Step #22 – Subcontractor Agreements**.
- 9.0 Record the date you send out the Subcontractor Agreements on the Status Report.

– END –



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS



T. R. Anson
Commissioner

Date

CERTIFIED MAIL

Attachment 1

XYZ Company
street address
city/state

Attn: company official

RE: Project Name:
Project Location:
Project Number:
Contract Award Amount:
SBE/MBE Set-Aside Requirement (choose one of three options)

25% for SBE contractors of which 25% (or 6.25% of project total) for SMBE contractors	6.25% for SMBE contractors	MBE Set-Aside is not required. (state reason here) Contractor must document a good faith effort to include MBE contractors
---------------------------------------------------------------------------------------	----------------------------	-----------------------------------------------------------------------------------------------------------------------------------

Dear :

Subject: Affirmative Action Plan Requirements

Your company has been identified as the apparent low bidder for the above referenced project. The work of this project falls under the provisions of CONN. GEN. STAT. Section 46a-68d, which requires that prior to the award of this contract by this agency, you must have your company affirmative action plan approved by the Commission on Human Rights and Opportunities. Enclosed for your convenience is a copy of an outline of an affirmative action plan, which you may use in the preparation of your company plan. Should you have any question regarding the preparation of your plan, you may contact our Office of Diversity Programs at (860) 713-5870, or Cynthia Watts Elder, Executive Director, Commission on Human Rights and Opportunities at (860) 541-3451.

The Commission will conduct their review of your affirmative action plan as required by Sections 46a-68j-25 through 29 of the Administrative Regulations of Connecticut State Agencies which sets forth the affirmative action responsibilities of state public works contractors. A copy of your plan must be submitted to the Commission on Human Rights and Opportunities at the following address within 30 days of your receipt of this letter.

Commission on Human Rights and Opportunities
21 Grand Street
Hartford, CT 06106
Attn: Contract Compliance Unit

...Continued

Contractor Name
Page 2
Date:

You are also instructed to send a copy of the transmittal letter (including your telephone number, FAX number and e-mail address) of your plan to:

State of Connecticut
Department of Public Works
165 Capitol Avenue, Room G-35
Hartford, CT 06106
Attn: PSO's name

If you have any other questions concerning this matter, please contact the undersigned at (860) 713-5792 5794 5796.

Sincerely,

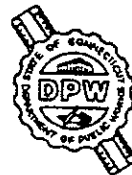
PSO Name
Purchasing Services Officer 1

copy: Contract Compliance Unit, CHRO
Project Manager, DPW
M. Smith Glasper, DPW
File

(Rev. 3/24/03)



Affir. Action Plan Requirements
(Located in the "G" file, in the "Contract Documents" folder)
STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS



T. R. Anson
Commissioner

CERTIFIED MAIL

Contractor:

Attn:

Re: (Project Name)
(Project Number)
(Contract amount)
(Set-Aside Percent)
(MBE S/A percent)
MBE Set-Aside is not required because

SAMPLE

THIS DOES NOT EXEMPT THE CONTRACTOR FROM GOOD FAITH EFFORTS
TO EMPLOY MBE'S AS SUBCONTRACTORS OR SUPPLIERS OR MATERIALS

Date:

Subject: Affirmative Action Plan Requirements

Dear :

As the apparent low bidder on referenced project, your firm has been identified for an affirmative action plan compliance review under the provisions of Connecticut General Statutes 4a-60 as amended by Public Act 89-253 and its implementing Regulations for Connecticut State Agencies, Section 46a-68j-21 to 46a-68j-43. Enclosed for your convenience are copies of CHRO's regulations and an outline of a sample affirmative action plan. Our Affirmative Action Officer, Terry Frasca may be contacted at 566-3888 if you need assistance.

The compliance review will be conducted as required in the regulations Sections 46a-68j-25 through 46a-68j-29, which sets forth the affirmative action plan responsibilities of public works contractors. These sections carefully detail the requirements of the affirmative action plan for which your organization is responsible. A copy of your affirmative action plan must be submitted to the Commission on Human Rights and Opportunities within 30 days of the receipt of this letter.

It is important that your affirmative action plan be addressed as follows to avoid any delay in arriving at the appropriate office:

Commission on Human Rights and Opportunities
21 Grand Street
Hartford, CT 06106
Attn: Valeria Caldwell-Gaines, MSW, ESQ, Deputy Director

Contractor's Name
Page 2
Date

You are also instructed to send a copy of your transmittal letter to:

State of Connecticut
Department of Public Works
165 Capitol Avenue, Room G-9A
Hartford, CT 06106
Attn: (PSO's name), Purchasing Services Officer 1 or 2

If you have any questions concerning this matter you may contact me at:
Tel: (860) 566-2346; Fax: (860) 566-1057.

Sincerely,

PSO's name here
Purchasing Services Officer 1 or 2

cc: V. Caldwell-Gaines, CHRO
Project Manager
M. Smith Gasper
File

(Rev. 2/99)



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS



T. R. Anson
Commissioner

CERTIFIED MAIL

Premier-New York, Inc.
178 Front Avenue
West Haven, CT 06516-2818

Attn: Mr. Robert J. Bland, President

Re: HVAC and Roofing Replacements
Department of Motor Vehicles
Hamden Regional Branch Office
Hamden, CT
Project No.: BI-MM-023-B
Contract amount: \$282,000
Set-Aside Percent: 25%
MBE S/A percent: 6.25%

SAMPLE

Date: March 23, 1999

Subject: Affirmative Action Plan Requirements

Dear Mr. Bland:

As the apparent low bidder on referenced project, your firm has been identified for an affirmative action plan compliance review under the provisions of Connecticut General Statutes 4a-60 as amended by Public Act 89-253 and its implementing Regulations for Connecticut State Agencies, Section 46a-68j-21 to 46a-68j-43. Enclosed for your convenience are copies of CHRO's regulations and an outline of a sample affirmative action plan. Our Affirmative Action Officer, Terry Frasca may be contacted at 566-3888 if you need assistance.

The compliance review will be conducted as required in the regulations Sections 46a-68j-25 through 46a-68j-29, which sets forth the affirmative action plan responsibilities of public works contractors. These sections carefully detail the requirements of the affirmative action plan for which your organization is responsible. A copy of your affirmative action plan must be submitted to the Commission on Human Rights and Opportunities **within 30 days of the receipt of this letter.**

It is important that your affirmative action plan be addressed as follows to avoid any delay in arriving at the appropriate office:

Commission on Human Rights and Opportunities
21 Grand Street
Hartford, CT 06106
Attn: Valeria Caldwell-Gaines, MSW, ESQ, Deputy Director

Continued...

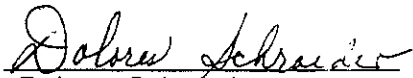
Premier-New York, Inc.
Page 2
March 23, 1999

You are also instructed to send a copy of your transmittal letter to:

State of Connecticut
Department of Public Works
165 Capitol Avenue, Room G-9A
Hartford, CT 06106
Attn: Dolores Schroeder, Purchasing Services Officer 1

If you have any questions concerning this matter you may contact me at:
Tel: (860) 566-2346; Fax: (860) 566-1057.

Sincerely,



Dolores Schroeder
Purchasing Services Officer 1

cc: V. Caldwell-Gaines, CHRO
R. Giddix, Project Manager
M. Smith Gasper, Affirmative Action
File



STATE OF CONNECTICUT
COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
90 WASHINGTON STREET HARTFORD, CONNECTICUT 06106

6-23-95

[Handwritten signature]

IN REPLY:

MEMORANDUM

TO: Louis Martin
Executive Director

FROM: Philip A. Murphy, Jr.
Commission Counsel

RE: Contract Compliance Language for Bid Forms for Construction
Contract subject to CONN. GEN. STAT. § 46a-68d

DATE: November 17, 1994

[Handwritten signature]

Attached please find recommended bid language concerning contract compliance requirements regarding Affirmative Action, non-discrimination and set aside requirements. This language has been developed by Counsels' Office in conjunction with Ron Fletcher. Please contact me if you wish to discuss these provisions.

pc: Jewel Brown, Deputy Director
Louida Jones, Manager, Affirmative Action & Contract Compliance
Ron Fletcher, Affirmative Action & Contract Compliance
Charles Krich, Staff Attorney 2
Eleanor Caplan, Legislative and Regulation Specialist

5/25/95 Revision to page 8 & 9 made.

PROJECT AFFIRMATIVE ACTION PLAN, PERFORMANCE
GOALS AND REPORTING REQUIREMENTS
FOR PUBLIC WORKS CONTRACTORS

A) Introduction

This notice contains important information for bidders and contractors with the state on contract compliance responsibilities, project worksite affirmative action hiring goals, and reporting requirements for public works contractors. A public works contract is defined in CONN. GEN. STAT. § 46a-68b to mean a contract for the construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the state. Every contractor bidding on a contract with the State of Connecticut will want to read this information carefully before bidding. Since these requirements are found in the law, they are binding on both bidders and contractors. Violation of the law is a serious matter and can result in loss of bidding privileges on future contracts or other penalties or even criminal charges; therefore, you must know and follow these requirements at all times. Further, these requirements are part of the contract a successful bidder will have with the state, so it is best to be aware of them as soon as possible.

B) State Laws on Contract Compliance

As a bidder or contractor with the State of Connecticut, there are a number of state laws you will want to be familiar with. Before doing business with the state, CONN. GEN. STAT. § 4a-60a

minority business enterprises, including businesses owned by women and individuals with a disability. The Commission monitors and enforces these affirmative action and nondiscrimination laws under CONN. GEN. STAT. § 46a-56. To implement these laws, the Commission has adopted regulations which may be found in Sections 46a-68j-21 through 46a-68j-43 of the REGULATIONS OF CONNECTICUT STATE AGENCIES ("Regulations").

Taken together, all three of these statutes contain important rights and responsibilities for bidders and contractors. If you have any questions on these or other laws on this subject, you may wish to contact an attorney. The following affirmative action plan requirements and implementing procedures for public works construction projects are established by these statutes and regulations.

C) Written Affirmative Action Plan Requirement

In accordance with CONN. GEN. STAT. § 46a-68d, contractors who are awarded public works contracts on State-funded projects with a value greater than \$250,000 must submit an AAP to the Commission. The purpose of the AAP is to describe the actions that a contractor will take to implement state policy during the course of construction about nondiscrimination, affirmative action hiring and minority business enterprise participation. The AAP must include all the elements required by Section 46a-68j-27 of the Regulations. The elements are the individual sections of the AAP which must describe in detail the activities that the contractor will take to

Project Worksite Affirmative Action Hiring Goals
 State Metropolitan Statistical Area (MSA)
 Minority/Female Tradesworker Availability
 =====

MSA	% Minority workers availability	% Female workers availability
Bridgeport	14%	6.9%
Hartford	15%	6.9%
Meriden	11%	6.9%
New Britain	11%	6.9%
New Haven	14%	6.9%
New London/Norwich	8%	6.9%
Norwalk	17%	6.9%
Stamford	17%	6.9%
Waterbury	10%	6.9%
Bristol	2%	6.9%
Danbury	4%	6.9%
Middletown	8%	6.9%
Balance of State	2%	6.9%

The contractor shall include these goals in the AAP for minority and female construction workers for the metropolitan statistical area ("MSA") in which the project will be constructed. For projects occurring in areas outside of any defined MSA, the project goals shall be the balance-of-state figures.

The AAP must contain a written statement that the contractor will exert every good faith effort to assure that not less than the

required by law. The contractor shall report the total number of trade hours worked per month by each trade on the project, and the minority and female trade hours worked for each trade. The reports shall be submitted by the contractor to the contract awarding agency and to the Commission on or before the 15th day following the end of each calendar month in which work has been performed on the project site. Failure to submit CHRO Form CC-257 may result in a determination by the Commission that the contractor is not complying with the contract provisions required under CONN. GEN. STAT. § 4a-60, which may then result in the state retaining two (2) percent of the total contract value each month from the contractor, and the contractor being prohibited from participating in any further contracts with the state until the reporting provision is satisfied.

F) "Good Faith Efforts" to Achieve Project Worksite Affirmative Action Hiring Goals

The AAP shall contain a pledge that the contractor and all on-site subcontractors shall comply with the project worksite affirmative action hiring goals contained in Part D of this notice. Where compliance cannot legitimately be achieved, the contractor or subcontractor must provide documentation of its good faith efforts to comply with these project goals through affirmative action. "Good faith efforts" is defined in CONN. GEN. STAT. § 4a-60(b) to mean that contractors must take all reasonable steps to accomplish their AAP goals, which may require additional or substituted

contractor must also notify the Commission of any proposed variance between the list of minority business enterprises the contractor promised to employ on the project in the AAP and the subcontractor or supplier of materials the contractor now proposes to use. This will give the Commission an opportunity to consider the reasons relied on by the contractor to establish good cause and allow the Commission to submit its comments to the contractor or contract awarding agency before any request is acted on.

2. To comply with Section 46a-68j-23 of the Commission's Regulations, the contractor shall additionally document in the AAP what good faith efforts were, or will be, made to assure companies owned by minority business enterprises participate in all opportunities to subcontract or to supply materials for the project. The AAP shall pledge the contractor to undertake other reasonable activities or efforts as the Commission may prescribe to ensure the participation of minority business enterprises on the project.

H) Contract Set-Aside Monitoring and Reporting Requirement

For public works construction projects, the AAP shall commit the contractor to submitting, to the contract awarding agency and to the Commission, a quarterly Minority/Women Business Enterprise participation report using CHRO Form CC-258 as required by the Commission's Regulations. These contracts include set-aside requirements under CONN. GEN. STAT. Section 32-9e. The Form shall contain information to report on the payment status of each

means to correct the deficiencies through a letter of commitment that is acceptable to the Commission.

Should the contractor continue to be in noncompliance with its AAP, the Commission may initiate a complaint as provided for in Section 46a-68j-39 of the Regulations and pursue all remedies available at law.

5/95

AFFIRMATIVE ACTION PLAN
FOR
EQUAL OPPORTUNITY EMPLOYMENT

Company Name

Company Address

Period Covered _____ through _____
(date submitted) (two years later)

date signature of EEO officer

date signature of company CEO

printed name of CEO

This Affirmative Action Plan is submitted for state
Contract # _____

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY
POLICY STATEMENT

(name of company)

It is the policy and practice of this company to assure that no person will be discriminated against or be denied the benefit of any activity, program or employment process receiving public funds, in whole or in part, in the areas of recruitment, advertising, hiring, upgrading, promotion, transfer, demotion, lay off, termination, rehiring, employment, rates of pay and/or other compensations.

This company is an affirmative action/equal opportunity employer and is strongly committed to all policies which will afford equal opportunity employment to all qualified persons without regard to race, color, religion, age, marital status, sexual preference, national origin, creed, ancestry, learning disability, physical disability or blindness, criminal record, past or present history of mental disorder, political belief, mental retardation and/or sex, except where there is a bona fide occupational qualification to exclude such individual.

This policy and practice applies to all persons, particularly those that are members of the protected classes identified as being Black, Hispanic, Asian American, Native American Indian, women, and persons with disabilities. This company will implement, monitor, and enforce this affirmative action policy statement and program in conjunction with all applicable federal and state laws, regulations, and executive orders.

In order to implement our affirmative action program, this company will develop written strategies and plans designed to correct any deficiencies identified when the study of the workforce has been completed. Managers and supervisory staff will be advised of their responsibilities to ensure the success of this program.

Ultimate responsibility for this affirmative action program will be with the Chief Executive Officer. The day to day duties for the plan will be coordinated by _____ who is hereby designated to be the equal employment opportunity / affirmative action officer for this company.

This affirmative action plan has my total support. I expect each manager, supervisor, and employee of this company to aid in the implementation of this program and be accountable for complying with the objectives of this affirmative action plan.

date

Chief Executive Officer

EXTERNAL COMMUNICATION

This section of the Affirmative Action Plan should describe the actions the company takes to inform prospective employees and subcontractors, employment recruitment resources, and the public about the company commitment to equal employment opportunity and affirmative action. State contractors must include the following statement in all employment recruiting notices.

"Affirmative Action/Equal Opportunity Employer"

State contractors are also reminded that all employment opportunities resultant from state contracts must be posted with the Connecticut State Employment Service.

This section of the Plan should also identify by name and address, the recruitment resources the company will use to recruit minority and female workers for all employment openings at the company as they occur. This section should also contain a commitment to keep records and documentation of all personnel activities. Describe below what the company will do to accomplish the above actions.

ORGANIZATIONAL ANALYSIS

This section of the Affirmative Action Plan should include a listing of all job titles/job categories that currently exist in the company. This section should also include a listing of all of the trade categories that will be needed to perform the work of this specific project (include those to be employed by your company and all sub contractors). List below the job titles/job categories and trade categories.

A) List Company Job Titles/Job Categories

B) List all Trades to be employed on the project (include subcontractor trades)

PROJECT _____
(Name and Location)

(Name and Location)

STATE OF CONNECTICUT
COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES

Name of Contracting Firm	Address (No. and Street)	
City	State	Zip
Company Official	Title	Phone: Date:

This form should reflect the number of employees on your payroll on date of submission.

[illegible]

has the overall responsibility for implementing the project Affirmative Action Plan goals, and must assure that all project subcontractors are made aware of their responsibility to support these Affirmative Action Plan goals through their hiring and employment practices.

Attachment II
Option Number II Goal Setting

To conduct the required availability analysis, the contractor must identify the employment recruitment area that they propose to use (town, MSA, LMA, county etc.). The employment area that the contractor chooses must be reasonable and be based upon the nature of the work, and the area in which the work is to be done. The area chosen must reflect the contractors "good faith effort" to include minority and female workers within the project workforce. Contractor must then, based upon the individual trades that have been identified to participate on the work (refer to organizational analysis) identify the total numerical availability for workers in each trade using the employment recruitment area statistics previously chosen. From that number, identify total of all workers, total of all male workers, total of all female workers, and total of all minority male workers available for each trade category.

The trade goal for minority male workers is the total number of all minority male workers, divided by the total number of all male workers, expressed as a percentage.

$$\frac{\text{total of all minority male workers}}{\text{total of all male workers}} = \text{percentage}$$

The trade goal for female workers is the total number of all female workers, divided by the total number of all workers, expressed as a percentage.

$$\frac{\text{total of all female workers}}{\text{total of all workers}} = \text{percentage}$$

Attachment III

Project Worksite Affirmative Action Hiring Goals
State Metropolitan Statistical Area (MSA)
Minority/Female Tradesworker Availability

MSA	% Minority workers availability	% Female workers availability
Bridgeport	14%	6.9%
Hartford	15%	6.9%
New Britain	11%	6.9%
New Haven	14%	6.9%
New London/Norwich	8%	6.9%
Norwalk	17%	6.9%
Stamford	17%	6.9%
Waterbury	10%	6.9%
Bristol	2%	6.9%
Danbury	4%	6.9%
Middletown	8%	6.9%
Balance of State	2%	6.9%

EMPLOYMENT ANALYSIS

In this section of the Affirmative Action Plan, the company should review the employment procedures and policies which they use to recruit, hire, and promote people to determine if there are any barriers in the procedures that appear to unfairly limit opportunities for minority or female workers and/or applicants for employment in the workplace. If the contractor identifies any employment barriers, the Plan must indicate what the contractor will do to eliminate the barriers (for example if tests are identified as a barrier, is the contractor able to find another means to qualify applicants, and/or, has the test been validated as a legitimate test of required skills). Describe below the results of the review of each procedure, identify any barriers found, and list corrective actions to be taken.

Job Qualifications

Job Specifications

Recruitment Practices

Personnel Policies

Job Structuring

Training and Apprenticeship Program

Subcontracting Practices

Layoff and Termination Policies

MINORITY BUSINESS ENTERPRISE PROJECT GOALS

In this section of the Affirmative Action Plan, the contractor must identify which, if any, Minority or Women owned companies are to be included on the project. The state definition for Minority Business Enterprise includes women owned businesses. For projects in which the contract awarding agency has established a minority business enterprise contract set aside requirement, the contractor must identify by contractor name and value what company(s) will be used to satisfy the requirement. Set aside contractors must be certified as such with a valid certification from the Dept. of Economic Development.

For projects in which there is no set aside requirement, the contractor must still undertake a "good faith effort" to include minority and women owned companies as subcontractors and suppliers. This section of the Plan should describe the "good faith efforts" that were taken. Should a contractor submit the name of a company who is not certified as a Minority Business Enterprise by the Dept. of Economic Development, the company may still be identified as such by submitting the CHRO affidavit from the bid document.

The company may use the following sheets to identify the small and small minority business set aside sub contractors to be employed on this project.

MINORITY BUSINESS ENTERPRISE GOALS AND TIMETABLES CONTINUED

A _____ PERCENT OF THIS CONTRACT IS TO BE AWARDED TO CERTIFIED SMALL BUSINESS ENTERPRISES (S.B.E.). THIS AMOUNTS TO A DOLLAR VALUE OF \$ _____. THE SUBCONTRACTORS THAT WILL BE USED TO MEET THE S.B.E. PERCENTAGE IS/ARE:

1. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE #: _____ CONTRACT VALUE: _____

2. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE #: _____ CONTRACT VALUE: _____

3. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE #: _____ CONTRACT VALUE: _____

TOTAL CONTRACT VALUE FOR SBE: _____

Attached is/are the the certificate(s) of certification issued by the Department of Economic Development.

PROJECT REPORTING AND MONITORING PROCEDURES

In this section of the Affirmative Action Plan, the company must include a commitment to submit monthly workhour reports using CHRO Form CC-257 to report on the participation of minority and female trades workers for their direct company, and all subcontractors who work on the project.

The company must also include in the Plan, a commitment to submit a quarterly Small Business and Minority Business Payment Status Report on CHRO Form CC-258 to report on the payment status and participation of project set aside contractors.

The company may use the following attachment V sheet to evidence this commitment within the AAP.

QUARTERLY SMALL CONTRACTOR AND
MINORITY BUSINESS ENTERPRISE
PAYMENT STATUS REPORT

Quarter Ending_____

1) General Contractor Name

2) State Contract Number

3) State Contract Awarding Agency

4) Project Name

5) Estimated Completion Date_____

6) Project Value
(to include all
change orders)

7) Per cent Completed To Date_____

8) Listing of small contractors and minority business enterprise
contractors on project to comply with contractual small business
set aside provisions.

Company Name

Total Contract Amount
(to include all change
orders)

Total Monies
Paid to Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Company Official

Date of Report

copy: 1)Contract Awarding Agency
2)Commission on Human Rights and
Opportunities
Attn: Contract Compliance Unit
90 Washington Street
Hartford, Ct. 06106

CHRO cc-259

CONCLUDING STATEMENT

I have read and pledge my full support to this Affirmative Action Plan. The Plan, and the commitments therein, are true and correct to the best of my knowledge, and I pledge a "good faith effort" to achieve the objectives of the Plan within the established timeframes.

I trust that the goals in this Plan will be evidence that this company is willing to cooperate with the Commission on Human Rights and Opportunities in its' effort to promote equal employment opportunity and affirmative action in the State of Connecticut. I will continue my commitment and total support to the principles of a strong Affirmative Action Plan for this company.

Date

Chief Executive Officer

Date

Affirmative Action
Officer

G:\DIVO BID FORMS MASTER\CONTRACT DOCUMENTS\Contract Award Letter - B. Cornish to CHRO
(See Step 27)



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS



T. R. Anson
Commissioner

PRINT THIS ON DPW LETTERHEAD.
(This is hidden text and will not print.)

DATE:

TO: Cynthia Watts Elder, Executive Director
Commission on Human Rights and Opportunities
21 Grand Street
Hartford, CT

FROM: Bruce B. Cornish, Chief Financial Officer

SUBJECT: Contract Award – Part II, Chapter 60 C.G.S.
Compliance with Sec. 46a-68d.

Connecticut General Statute Sec. 46a-68d provides that “After a bid has been accepted but before a contract is awarded, the successful bidder shall file and have approved by the commission an affirmative action plan.” The statute further provides that “The commission shall review plans submitted pursuant to this section within sixty days of receipt and either approve, approve with conditions or reject such plan.”

CHRO staff has advised me that we may proceed to award a contract upon expiration of the 60-day review period.

This is to confirm that the below listed construction contract has been awarded following expiration of the 60-day period:

Project Name:	
Project #:	
Contractor:	

I have enclosed a copy of the “Order of Award” for your information.

You may contact me @ 860-713-5760 if you have any questions regarding this correspondence.

cc: Commissioner Anson
D. Busanet